

# Records Retention

**A schedule defining minimum retention periods for records created,  
acquired and used at La Trobe University**

**Last Updated 30 July 2007**

Records Retention is about determining how long to retain records.

The following schedule includes a comprehensive (but not definitive) list of records created, acquired and used at La Trobe University.

Records listed are divided into the following major headings to facilitate the use of this schedule:

- Administration
- Committees
- Financial
- Property & Assets
- Research
- Staff
- Strategic Management
- Student Administration
- Student Services
- Teaching

A retention period refers to the **minimum** length of time a record must be retained.

The minimum length of time is a regulatory requirement and **must** be upheld.

In most instances, a retention period will be dependent upon when **administrative use has concluded**.

Determining when a records' administrative use has concluded depends on the activity which the record supports. Usually, this can be determined when the record no longer supports the activity(s) for which it was needed, or that all transactions have ceased in relation to the record.

# **ADMINISTRATION**

Accident Investigation Records (death resulting)	Permanent
Accident Investigation Records (serious injury resulting)	50 years (after accident occurred)
Accident Investigation Records (no serious injury resulting)	7 years (after incident occurred)
Addresses (presentations) of a Significant Nature (master copies)	Permanent
Administrative Policies (major)	Permanent
Administrative Policies (minor)	Destroy (when superseded or updated)
Administrative Procedures (minor)	7 years (after procedures are superseded)
Advertisement Drafts (major campaign)	Permanent
Advertisement Drafts (minor campaign)	7 years (after action completed)
Advertising Material (external)	Destroy (after administrative use has concluded)
Agreements	Seek advice from Records Services
Amendments to LTU Statutes & Regulations	Permanent
Annual Reports	Permanent
Appreciation Letters	Destroy (after administrative use has concluded)
Authority Delegations	7 years (after delegation is superseded or cancelled)
Brochures developed by LTU (copies)	Destroy (after administrative use has concluded)
Brochures (unsolicited)	Destroy (after administrative use has concluded)
Catering Arrangements	2 years (after action completed)
Commissioned Photographs (copies)	Destroy (after administrative use has concluded)
Commissioned Photographs (master set)	Permanent
Complaints from the Community (resulting in detailed response)	5 years (after administrative use has concluded)
Complaints from the Community (resulting in change)	Permanent
Complaints from the Community (resulting in routine response)	2 years (after administrative use has concluded)
Condolence Letters	Destroy (after administrative use has concluded)

Conference Promotional Material (conferences arranged by other organisations)	Destroy (after administrative use has concluded)
Conference Papers (master set)	Permanent
Conference Papers (copies)	Destroy (when reference ceases)
Conference Reports (conferences arranged by other organisations)	2 years (after action completed)
Congratulatory Letters	Destroy (after administrative use has concluded)
Copyright Registration	7 years (after intellectual property lapses)
Correspondence Files (general)	5 years (after administrative use has concluded)
Data Reports	5 years (after administrative use has concluded)
Distribution Lists	Destroy (after administrative use has concluded)
Draft Advertising (major campaign)	Permanent
Draft Advertising (minor campaign)	7 years (after action completed)
Due Diligence Records	7 years (after tender process completed)
Emergency Procedures	7 years (after procedures are superseded)
Enquiries from the Public (resulting in change)	Permanent
Enquiries from the Public (resulting in a detailed response)	5 years (after administrative use has concluded)
Enquiries from the Public (resulting in a routine response)	2 years (after administrative use has concluded)
Event Catering Arrangements	2 years (after action completed)
Event Venue Bookings	2 years (after action completed)
Feasibility Studies (high level)	Permanent
Fundraising (planning & organising) Records	5 years (after action completed)
General Correspondence Files	5 years (after administrative use has concluded)
Grant (non-research) Applications (successful)	7 years (after grant activity ceased)

Grant (non-research) Applications (unsuccessful)	2 years (after action completed)
Handbook Contributions	Destroy (after administrative use has concluded)
Higher Degree Research Data Collection (DEST) Reports	Permanent
Incident Reports	15 years (from date of incident)
Indemnity Registers	Permanent
Industrial Action Records (minor)	7 years (after administrative use has concluded)
Invitations (received)	2 years (after action completed)
Letters of Appreciation, Condolence & Congratulations	Destroy (after administrative use has concluded)
Marketing Records (major campaign)	Permanent
Marketing Records (minor campaign)	7 years (after action completed)
Media Releases (from an external source)	Destroy (after administrative use has concluded)
Media Releases (LTU)	2 years (after action completed)
Occupational Health & Safety Procedures	7 years (after procedures are superseded)
Open Day Records	Destroy (after administrative use has concluded)
Organisational Reviews (significant)	Permanent
Organisational Reviews (minor)	10 years (after administrative use has concluded)
Orientation Week Records	Destroy (after administrative use has concluded)
Pamphlets developed by LTU (copies)	Destroy (after administrative use has concluded)
Policies & Procedures (major)	Permanent
Policies & Procedures (minor)	7 years (after policy or procedures are superseded)
Presentations (addresses) of a Significant Nature (master copies)	Permanent
Press Releases (copies)	Destroy (after administrative use has concluded)
Press Releases (master copies)	Permanent
Procedures & Policies (major)	Permanent
Procedures & Policies (minor)	7 years (after policy or procedures are superseded)

Publication Drafts	Destroy (after administrative use has concluded)
Publications (copies)	Destroy (after administrative use has concluded)
Publications (master copies)	Permanent
Published Articles (copies)	Destroy (after administrative use has concluded)
Published Articles (master copies)	Permanent
Register of Indemnities	Permanent
Registration Documentation of Copyright	7 years (after intellectual property lapses)
Reports (annual)	Permanent
Reports (routine / administrative)	5 years (after administrative use has concluded)
Reports (consolidated) Not Reproduced Elsewhere	Permanent
Reports (consolidated) Reproduced Elsewhere	7 years (after action completed)
Requests for Tender	7 years (after tender process is completed)
Reviews (significant organisational)	Permanent
Security Arrangements for Visiting Dignitaries	7 years (after action completed)
Seminar - Records relating to the Arrangements for Attendance	2 years (after action completed)
Seminar Papers (presented at LTU conferences / seminars)	Permanent
Seminar Papers (presented by LTU staff)	Permanent
Seminar Papers (copies)	Destroy (when reference ceases)
Sponsorship Records	7 years (after action completed)
Student Handbook Contributions (drafts)	Destroy (after administrative use has concluded)
Student Handbook Contributions (master copies)	Permanent
Unsolicited Brochures	Destroy (after administrative use has concluded)
Workplace Inspection Reports (routine)	10 years (after administrative use has concluded)
Workplace Inspection Reports (significant)	Permanent

# **COMMITTEES**

Academic Board Meeting Papers	Permanent
Academic Committee Meeting Papers	Permanent
Academic Progress Review Committee Meeting Papers	Permanent
Academic Misconduct Review Committee Meeting Papers	Permanent
Academic Quality Assurance Committee Meeting Papers	Permanent
Albury-Wodonga Campus Regional Advisory Board Meeting Papers	Permanent
Animal Ethics Committee Meeting Papers	Permanent
Awards Committee Meeting Papers	Permanent
Bendigo Regional Advisory Board Meeting Papers	Permanent
Business Improvement Program Steering Committee Meeting Papers	Permanent
Children's Centre Management Committee Meeting Papers	Permanent
Committee for Emeritus Professors & Scholars Meeting Papers	Permanent
Committee for External Programs Meeting Papers	Permanent
Committee of Inquiry Meeting Papers	Permanent
Committee on Intellectual Property Meeting Papers	Permanent
Committee on Outside Studies Programs Meeting Papers	Permanent
Community Awards Committee Meeting Papers	Permanent
Corporate Governance & Audit Committee Meeting Papers	Permanent
Council Executive Committee Meeting Papers	Permanent
Council Meeting Papers	Permanent
Disability Advisory Committee Meeting Papers	Permanent
Equity, Access & Personal Welfare Committee Meeting Papers	Permanent
Executive Occupational Health & Safety Committee Meeting Papers	Permanent
External Committee (Convened by LTU) Meeting Papers	Permanent
External Committee (Not Convened by LTU) Meeting Papers	2 years (after action completed)

Facilitation of Meetings	Destroy (after administrative use has concluded)
Faculty Board Meeting Papers	Permanent
Finance & Resources Committee Meeting Papers	Permanent
Genetic Manipulation Supervisory Committee Meeting Papers	Permanent
Guild Board Meeting Papers	Permanent
Higher Degrees Appeals Committee Meeting Papers	Permanent
Higher Degrees Committee (Research) Meeting Papers	Permanent
Higher Doctorates Committee Meeting Papers	Permanent
Honorary Degrees Committee Meeting Papers	Permanent
Honours Year Grants Committee Meeting Papers	Permanent
Human Ethics Committee Meeting Papers	Permanent
Information & Communication Technology Policy Committee Meeting Papers	Permanent
La Trobe University Bookshop Board of Management Meeting Papers	Permanent
La Trobe University Housing Limited Board of Directors Meeting Papers	Permanent
Library Committee Meeting Papers	Permanent
Marketing Advisory Committee Meeting Papers	Permanent
Mildura Campus Regional Advisory Board Meeting Papers	Permanent
Nominations Committee Meeting Papers	Permanent
Physical Planning & Management Committee Meeting Papers	Permanent
Proctorial Board Meeting Papers	Permanent
Publications Committee Meeting Papers	Permanent
Research & Graduate Studies Committee Meeting Papers	Permanent
Residential Steering Committee Meeting Papers	Permanent
Selection & Enrolment Committee Meeting Papers	Permanent
Shepparton Campus Regional Advisory Board Meeting Papers	Permanent

Staff Development Committee Meeting Papers	Permanent
Students' Loan Fund Standing Committee Meeting Papers	Permanent
Student Services Advisory Group Meeting Papers	Permanent
University Equal Opportunity Committee Meeting Papers	Permanent

# **FINANCIAL**

Authority Delegations	7 years (after delegation is superseded or cancelled)
Annual Financial Statements	Permanent
Asset Registers	Permanent
Asset Valuation Records	7 years (after administrative use has concluded)
Audit (resulting in significant change) Records	10 years (after audit is completed)
Audit (resulting in minor changes) Records	5 years (after audit is completed)
Bank Account Establishment Records	7 years (after account has been closed)
Bank Deposit Records	7 years (after completion of financial year)
Bank Reconciliation Records	7 years (after completion of financial year)
Bank Statements	7 years (after completion of financial year)
Budget Records	7 years (after completion of financial year)
Cash Books	7 years (after completion of financial year)
Cheque Butts	7 years (after completion of financial year)
Delegations of Authority	7 years (after delegation is superseded or cancelled)
Dividend Statements	7 years (after delegation is superseded or cancelled)
Financial Assistance (for students) Client Files	7 years (after completion of transaction)
Financial Journals	7 years (after completion of financial year)
Financial Reconciliations	7 years (after completion of financial year)
General Ledgers	7 years (after completion of financial year)
Interim Financial Statements	7 years (after completion of financial year)
Internal Financial Audit Reports (resulting in significant change)	10 years (after audit is completed)
Internal Financial Audit Reports (resulting in minor change)	5 years (after audit is completed)
Invoices	7 years (after completion of financial year)

Journals	7 years (after completion of financial year)
Ledgers	7 years (after completion of financial year)
Pay Reports (employee)	7 years (after completion of financial year)
Petty Cash Records	7 years (after completion of financial year)
Purchasing Card Statements	7 years (after completion of financial year)
Receipts	7 years (after completion of financial year)
Reconciliations	7 years (after completion of financial year)
Routine Financial Audit Reports	5 years (after audit is completed)
Subsidiary (annual) Ledgers	7 years (after completion of financial year)
Taxation Records	5 years (after completion of financial year)

# **PROPERTY**

# **&**

# **ASSETS**

Accident (of vehicle) Records	7 years (after vehicle is disposed of)
Acquisition and Disposal of Property Reports and Proposals	Permanent
Asset Ownership Deeds or Certificates (major asset)	Permanent
Asset Ownership Deeds or Certificates (minor asset)	7 years (following disposal of asset)
Asset Purchase Documentation (major asset)	Permanent
Asset Purchase Documentation (minor asset)	7 years (following disposal of asset)
Asset Registers	Permanent
Asset Summaries	Permanent
Auction Records (major asset)	Permanent
Auction Records (minor asset)	7 years (following disposal of asset)
Audit Records (of technological equipment & software)	7 years (after action completed)
Bequest (of major asset) Documentation	Permanent
Bequest (of minor asset) Documentation	7 years (following disposal of asset)
Booking Records for Vehicles	2 years (after administrative use has concluded)
Building Construction Certificates of Approval	Permanent
Building Construction Plans	Permanent
Building Construction Project Files	Permanent
Building Construction Specifications	Permanent
Building Refurbishment Certificates of Approval	15 years (after fit-out is completed)
Building Refurbishment Project Files	15 years (after fit-out is completed)
Building Refurbishment Plans	15 years (after fit-out is completed)
Building Refurbishment Specifications	15 years (after fit-out is completed)
Car Insurance Claims	7 years (after action completed)
Car Insurance Policies	7 years (after policy expires)

CCTV Footage	Destroy (after administrative use has concluded)
Certificates of Approval for Building Construction	Permanent
Certificates of Approval for Building Refurbishment	15 years (after fit-out is completed)
Construction Building Plans	Permanent
Construction Certificates of Approval	Permanent
Construction Project Files	Permanent
Construction Specifications	Permanent
Contracts of Sale of Property	Permanent
Contracts (small works)	7 years (after contract expires)
Cooling Tower System Maintenance Records	7 years (after action completed)
Deeds of Gift	Permanent
Deeds of Lease	7 years (after lease expires or is terminated)
Disaster Recovery Plans	Destroy (after plan is superseded)
Donation Documentation (major asset)	Permanent
Donation Documentation (minor asset)	7 years (following disposal of asset)
Due Diligence Records	7 years (after tender process completed)
Equipment Brochures, Product & Trade Catalogues	Destroy (after administrative use has concluded)
Equipment on Loan Register	Destroy (after administrative use has concluded)
Equipment Maintenance Records	7 years (after action completed)
Equipment Manuals	Destroy (when equipment is disposed of)
Equipment Orders	7 years (after action completed)
Equipment Purchase Documents (major asset)	Permanent
Equipment Purchase Documents (minor asset)	7 years (following disposal of asset)
Equipment Service Records	7 years (following the conclusion of the activity)
Fire Alarm Reports	7 years (following the conclusion of the activity)
Fit-Out (refurbishment) Plans	15 years (after fit-out is completed)

Fit-Out / Refurbishment Plans (where asbestos is present)	100 years (after property is disposed of)
Hazardous Materials Removal Records (asbestos)	100 years (after removal of hazardous waste)
Hazardous Materials Removal Records (chemicals, pesticides, etc.)	30 years (after removal of hazardous waste)
Hazardous Materials Storage Records	10 years (after action completed)
Infestation (of pests) Control Records	7 years (after action completed)
Infringement (traffic & parking) Books	7 years (after action completed)
Installation Records (technological equipment & software)	5 years (after action completed)
Insurance Claims	7 years (after action completed)
Insurance Policies	7 years (after policy expires)
Insurance Policy Renewal Records	2 years (after action completed)
Key Registers	Destroy (when reference ceases)
Lease Agreements	7 years (after lease expires or is terminated)
Lease Applications	7 years (after lease expires or is terminated)
Loan Register for Equipment	Destroy (after administrative use has concluded)
Maintenance Records (equipment)	7 years (after action completed)
Maintenance Records (property & buildings)	2 years (after action completed)
Maintenance Records (for cooling tower systems)	7 years (after action completed)
Maintenance Records (technological equipment & software)	2 years (after action completed)
Maintenance Records (vehicles)	2 years (after action completed)
Maintenance Contracts	7 years (after contract expires)
Parking & Traffic Infringement Books	7 years (after action completed)
Parking Fines	7 years (after action completed)

Pest Control Records	7 years (after action completed)
Plans of Buildings to be Constructed	Permanent
Plans of Buildings to be Refurbished	15 years (after fit-out is completed)
Product & Trade Catalogues & Brochures	Destroy (after administrative use has concluded)
Project Construction Files	Permanent
Project Refurbishment Files	15 years (after fit-out is completed)
Property Acquisition & Disposal Reports & Proposals	Permanent
Property Acquisition Negotiation Records	Permanent
Property Management Plans	5 years (after action completed)
Property Sale Records	Permanent
Purchase of Asset Documents (major asset)	Permanent
Purchase of Asset Documents (minor asset)	7 years (following disposal of asset)
Purchase of Equipment Documents (major asset)	Permanent
Purchase of Equipment Documents (minor asset)	7 years (following disposal of asset)
Purchase of Vehicle Documents	7 years (after sale or disposal of vehicle)
Relocation (of staff/business unit) Records	2 years (after action completed)
Removalist Records	2 years (after action completed)
Register of Assets	Permanent
Register of Equipment on Loan	Destroy (after administrative use has concluded)
Requests for Proposals	7 years (after tender process is completed)
Requests for Tender	7 years (after tender process is completed)
Requests for Works (construction)	Permanent
Requests for Works (maintenance)	2 years (after action completed)
Requests for Works (refurbishment)	15 years (after fit-out is completed)
Sale Agreements (not under seal)	7 years (after contract expires)
Sale Agreements (under seal)	15 years (after contract expires)

Security Log Books	7 years (after action completed)
Security Reports	7 years (after action completed)
Security Rosters	7 years (after action completed)
Service Agreements (not under seal)	7 years (after contract expires)
Service Agreements (under seal)	15 years (after contract expires)
Service Records (equipment)	7 years (after action completed)
Service Records (property & buildings)	2 years (after action completed)
Service Records (for cooling tower systems)	7 years (after action completed)
Service Records (vehicles)	2 years (after action completed)
Small Works Contracts	7 years (after contract expires)
Software Licences	7 years (after license expires)
Space Allocation Records	5 years (after action completed)
Speeding Fines	7 years (after action completed)
Stock take Records	2 years (after action completed)
Surveillance Camera Footage	Destroy (after administrative use has concluded)
Tender Documents (successful)	7 years (after tender process is completed)
Tender Documents (unsuccessful)	2 years (after tender process is completed)
Tender Evaluation Records	7 years (after tender process completed)
Tender Specifications	7 years (after tender process is completed)
Test Reports (technological equipment & software)	7 years (after action completed)
Theft Investigation Records	7 years (after action completed)
Trade Catalogues & Brochures	Destroy (after administrative use has concluded)
Traffic & Parking Infringement Books	7 years (after action completed)

Unsolicited Brochures	Destroy (after administrative use has concluded)
Unsolicited Correspondence offering Goods & Services	2 years (after administrative use has concluded)
Vehicle Accident Records	7 years (after vehicle is disposed of)
Vehicle Booking Records	2 years (after administrative use has concluded)
Vehicle Disposal Records	7 years (after sale or disposal of vehicle)
Vehicle Insurance Claims	7 years (after action completed)
Vehicle Insurance Policies	7 years (after policy expires)
Vehicle Lease Records	7 years (after lease expires or is terminated)
Vehicle Log Book	2 years (after administrative use has concluded)
Vehicle Parking Fines	7 years (after action completed)
Vehicle Purchase Records	7 years (after sale or disposal of vehicle)
Vehicle Service Records	2 years (after action completed)
Vehicle Speeding Fines	7 years (after action completed)
Vehicle Usage Reports	2 years (after administrative use has concluded)
Venue Bookings for Events	2 years (after action completed)
Venue/Space Allocation Material for the Delivery of Coursework	Destroy (after administrative use has concluded)
Waste Removal Records (asbestos)	100 years (after removal of hazardous waste)
Waste Removal Records (chemicals, pesticides, etc.)	30 years (after removal of hazardous waste)
Waste Removal Records (non-toxic)	2 years (after action completed)
Work Orders	7 years (after action completed)
Workplace Inspection Reports (routine)	10 years (after administrative use has concluded)
Workplace Inspection Reports (significant)	Permanent

# **RESEARCH**

Applications for Patents	Permanent
Applications for Research Grants	2 years (following allocation of funds)
Clinical (research) Patient Files	15 years (after last attendance)
Clinical (research) Study Participation Consent Forms	7 years (after contract expires)
Consent Forms for Participation in Clinical (research) Study	7 years (after contract expires)
DEST Higher Degree Research Data Collection Reports	Permanent
Ethics Approval Documents	7 years (from date of last entry)
Grant Applications for Research	2 years (following allocation of funds)
Human Ethics Approval Documents	7 years (from date of last entry)
Intellectual Property Agreements	Permanent
Intellectual Property Records	7 years (after intellectual property lapses)
Patent Applications	Permanent
Patent Documentation	Permanent
Patient Files (clinical research)	15 years (after last attendance)
Research Collaborative Agreements	Permanent
Research Data (involving clinical trials)	15 years (from date of completion)
Research Data (not involving clinical trials)	5 years (from date of completion)
Research Ethics Approval Documents	7 years (from date of last entry)
Research Grant Applications	2 years (following allocation of funds)
Research (project) Reports	Permanent

# STAFF

Accident / Incident Reports (not resulting in injury)	7 years (after incident occurred)
Accident / Incident Reports (resulting in death)	Permanent
Accident / Incident Reports (resulting in serious injury)	50 years (after accident occurred)
Appellation of Promotion Records	2 years (after administrative use has concluded)
Applications for Outside Studies Program (OSP)	2 years (following allocation of funds)
Applications for Positions (successful)	2 years (after administrative use has concluded)
Applications for Positions (unsuccessful)	1 year (after recruitment has been finalised)
Appointment Files	2 years (after administrative use has concluded)
Authority Delegations	7 years (after delegation is superseded or cancelled)
Career Counselling Case Files	7 years (after administrative use has concluded)
Casual (staff) Timesheets	7 years (after completion of the financial year in which the record was created)
Casual Staff Contracts	7 years (after contract has expired)
Complaints made by Staff (formally handled)	15 years (after administrative use has concluded)
Complaints made by Staff (informally handled)	7 years (after administrative use has concluded)
Conference Papers Presented at Conferences Convened by LTU	Permanent
Conference Papers Presented by LTU Staff (addressing LTU policy, strategic direction, policies, etc.)	Permanent
Conference Papers Presented by LTU Staff (as part of professional development of staff member)	Destroy (when reference ceases)
Counselling Case File	7 years (after administrative use has concluded)
Counselling Records	7 years (after administrative use has concluded)
Deeds of Release (not under seal)	7 years (after deed has expired)
Deeds of Release (under seal)	15 years (after deed has expired)

Delegations of Authority	7 years (after delegation is superseded or cancelled)
Disciplinary Records relating to Staff (not proven)	2 years (after action completed)
Disciplinary Records relating to Staff (penalties other than dismissal incurred)	7 years (after action completed)
Disciplinary Records relating to Staff (resulting in dismissal)	15 years (after action completed)
Employee Pay Reports	7 years (after completion of the financial year in which the record was created)
Enterprise Bargaining Agreements	Permanent
Evaluation of Program Records	5 years (after administrative use has concluded)
Grievance Files resulting from Staff Misconduct (not proven)	2 years (after action completed)
Grievance Files resulting from Staff Misconduct (penalties other than dismissal incurred)	7 years (after action completed)
Grievance Files resulting from Staff Misconduct (resulting in dismissal)	15 years (after action completed)
Group Certificates	50 years (after employee's date of separation from the agency)
Harassment Files resulting from Staff Misconduct (not proven)	2 years (after action completed)
Harassment Files resulting from Staff Misconduct (penalties other than dismissal incurred)	7 years (after action completed)
Harassment Files resulting from Staff Misconduct (resulting in dismissal)	15 years (after action completed)
Incident Reports	15 years (from date of incident)
Industrial Action Records (major action)	Permanent
Industrial Action Records (minor action)	7 years (after administrative use has concluded)
Industrial Agreements	Permanent
Industrial Appeals (where LTU is major Participant)	Permanent
Industrial Appeals (where LTU is minor participant)	2 years (after administrative use has concluded)
Industrial Dispute Records (non-landmark dispute)	5 years (after administrative use has concluded)

Job Applications (unsolicited)	1 year (after recruitment has been finalised)
Job Applications (unsuccessful)	1 year (after receipt)
Job Interview Questions	2 years (after administrative use has concluded)
Job Referee Questions	2 years (after administrative use has concluded)
Misconduct Records (not proven)	2 years (after action completed)
Misconduct Records (penalties other than dismissal incurred)	7 years (after action completed)
Misconduct Records (resulting in dismissal)	15 years (after action completed)
Occupational Health & Safety Advice	7 years (after administrative use has concluded)
Occupational Health & Safety Audits	7 years (after audit was undertaken)
Occupational Health & Safety Inspection Records (resulting from major accident)	Permanent
Occupational Health & Safety (routine) Inspection Records	10 years (after administrative use has concluded)
Occupational Health & Safety Non-compliance Notices	10 years (after administrative use has concluded)
Occupational Health & Safety Plans (final version)	10 years (after plan is superseded)
Occupational Health & Safety Procedures	7 years (after procedures are superseded)
Occupational Health & Safety Promotional Material	5 years (after administrative use has concluded)
Outside Studies Program (OSP) Applications	2 years (following allocation of funds)
Outside Studies Program (OSP) Progress Reports	7 years (from date of last entry)
Pay Reports	7 years (after completion of the financial year in which the record was created)
Performance Management Agreements	7 years (after agreement is superseded)
Professional Coaching Records	7 years (after administrative use has concluded)
Program Evaluation Records	5 years (after administrative use has concluded)
Promotion Appeal Records	2 years (after administrative use has concluded)

Recruitment Files	2 years (after administrative use has concluded)
References	2 years (after administrative use has concluded)
Relocation (of staff / business unit) Records	2 years (after action completed)
Security Check Records	1 year (after action completed)
Staff Development Approvals	2 years (after administrative use has concluded)
Staff Files	50 years (after date of separation of employee from the agency)
Staff Training Approvals	2 years (after administrative use has concluded)
Timesheets for Casuals	7 years (after completion of the financial year in which the record was created)
Training Course Attendance Records	2 years (after administrative use has concluded)
Training Course Evaluations	Destroy (after administrative use has concluded)
Training Material for Staff (internal training)	Destroy (after administrative use has concluded)
Trauma Counselling Records	7 years (after administrative use has concluded)
Travel Arrangement Records	2 years (after administrative use has concluded)
Travel Authorisations	2 years (after administrative use has concluded)
Vetting Records	1 year (after action completed)
Workplace Inspection Reports (routine)	10 years (after administrative use has concluded)
Workplace Inspection Reports (significant)	Permanent

# **STRATEGIC MANAGEMENT**

Annual Report (master copy)	Permanent
Business Plans (LTU-wide)	Permanent
Organisational Reviews (significant)	Permanent
Plans (departmental)	5 years (after action completed)
Plans (copies)	Destroy (after administrative use has concluded)
Plans (strategic)	Permanent
Policies & Procedures (LTU-wide)	Permanent
Press Releases (master set)	Permanent
Project Management Register	Permanent
Quality Assurance Reviews	Permanent
Regulations	Permanent
Reports to Council (master copies)	Permanent
Reviews (departmental)	10 years (after administrative use has concluded)
Reviews (LTU-wide)	Permanent
Risk Management Records	7 years (after administrative use has concluded)
Strategic Plans	Permanent
Structural Reviews	Permanent
Statutes	Permanent

# **STUDENT ADMINISTRATION**

Academic Misconduct Records (serious)	15 years (after administrative use has concluded)
Academic Misconduct Records (minor)	7 years (after administrative use has concluded)
Academic Misconduct Records (not proven)	Destroy (after administrative use has concluded)
Academic Transcript Requests	2 years (after administrative use has concluded)
Appeal Documents regarding Student Results	7 years (after date of decision)
Appeal Documents regarding Unsuccessful Course / Subject Applications	7 years (after date of decision)
Appellation of Results	7 years (after date of decision)
Applications for Scholarship Forms (successful)	7 years (following completion of delivery of scholarship to applicant)
Applications for Scholarship Forms (unsuccessful)	1 year (following date of decision)
Assignments (not returned to students)	1 year (after administrative use has concluded)
Attendance (of students) correspondence	2 years (following date of last entry)
Attendance (of students) Sheets	2 years (following date of last entry)
AUSAID Program Student Files	7 years (after administrative use has concluded)
Change of Personal Details Advice	Destroy (after administrative use has concluded)
Clinical (Student) Placement Reports	1 year (after administrative use has concluded)
Complaint Records relating to Students (major grievance)	15 years (after administrative use has concluded)
Complaint Records relating to Students (minor grievance)	7 years (after administrative use has concluded)
Complaint Records relating to Students (not proven)	Destroy (after administrative use has concluded)
Completed Examination Papers	1 year (after administrative use has concluded)
Correspondence regarding Student Attendance	2 years (following date of last entry)
Correspondence with Graduands	1 year (following date of graduation ceremony)
Correspondence with Students (general)	2 years (after administrative use has concluded)

Course Application Forms	1 year (following date of submission)
Course / Subject Entry Examination Papers	1 year (following date of decision)
Course / Subject Selection Interview Results	1 year (following date of submission)
Deferment Forms	7 years (following date of enrolment)
Enrolment Forms	7 years (following date of enrolment)
Entry Examination Papers	1 year (following date of decision)
Essays (not returned to students)	1 year (after administrative use has concluded)
Examination Question Papers (completed)	1 year (after administrative use has concluded)
Examination Question Papers (master copy)	Permanent
Examination Question Papers (reference copies)	Destroy (after administrative use has concluded)
Examination Script Papers (completed)	1 year (after administrative use has concluded)
Feedback Forms (Student Curriculum Evaluation)	Destroy (after administrative use has concluded)
Graduands Correspondence	1 year (following date of graduation ceremony)
Graduate Registers	Permanent
Graduation Administration Records	1 year (after administrative use has concluded)
Graduation Ceremony Programs	Destroy (after administrative use has concluded)
Graduation Order of Proceedings	Destroy (after administrative use has concluded)
Graduation Venue Bookings	1 year (after administrative use has concluded)
Incident Reports	15 years (from date of incident)
Interview Results for Course / Subject Selection	1 year (following date of submission)
Plagiarism Records (grievance not proven)	Destroy (after administrative use has concluded)
Plagiarism Records (major grievance)	15 years (after administrative use has concluded)
Plagiarism Records (minor grievance)	7 years (after administrative use has concluded)
Practicum Reports	1 year (after administrative use has concluded)

Scholarship Applications	7 years (following completion of delivery of scholarship to applicant)
Scholarship Establishment / Foundation Papers	Permanent
Selection Documentation of Students into Courses / Subjects	1 year (following date of decision)
Special Entry Application Forms	1 year (following date of submission)
Student (general) Correspondence	2 years (after administrative use has concluded)
Student Files	7 years (after administrative use has concluded)
Student Files (AUSAID Program)	7 years (after administrative use has concluded)
Student Placement Agreements	7 years (after contract has expired)
Student Placement Records	7 years (following completion of the placement)
Subject Application Forms	1 year (after date of submission)
Testimonials (for successful scholarship applicants)	7 years (following completion of delivery of scholarship to applicant)
Theses	Indefinite
Transcript Requests	2 years (after administrative use has concluded)
Unsuccessful Course / Subject Application Appeal Documents	7 years (following date of decision)
Variation of Enrolment Forms	7 years (following date of enrolment)
Work Placement Records	7 years (following completion of the placement)

# **STUDENT SERVICES**

Accommodation Requests	7 years (after administrative use has concluded)
Alumni Contact Details	Destroy (after administrative use has concluded)
Alumni Function Material	Destroy (after administrative use has concluded)
Applications for Child Care	1 year (following date of decision)
Applications for Exchange Student Programs	2 years (after date of decision)
Career Counselling Case Files	2 years (from date of last contact)
Child Care Applications	1 year (following date of decision)
Child Care Attendance Records	25 years (following last attendance)
Child Care Client Files	25 years (following last attendance)
Child Care Selection Records	1 year (following date of decision)
Client (patient) Files	7 years (following date of last attendance)
Contact Details of Alumni Members	Destroy (after administrative use has concluded)
Counselling Case Files	7 years (from date of last contact)
Open Day Records	Destroy (after administrative use has concluded)
Orientation Day Records	Destroy (after administrative use has concluded)
Requests for Accommodation	7 years (after administrative use has concluded)
Resident (student accommodation) Files	7 years (from date of last residence)
Student Accommodation Complaints	7 years (from date of last residence)
Student Accommodation Resident Files	7 years (from date of last residence)
Student Exchange Agreements	7 years (after contract has expired)
Student Exchange Application / Selection Records	2 years (from date of decision)
Student Financial Assistance (loans) Client Files	7 years (from completion of transaction)
Student Loan Agreements	7 years (after contract has expired)

Student Loan Application Forms (successful)	7 years (from completion of transaction)
Student Loan Application Forms (unsuccessful)	1 year (from date of decision)
Student Loan Selection Records	7 years (from completion of transaction)
Student Recruitment Advertising (drafts)	2 years (following date of activity)

# **TEACHING**

# **&**

# **LEARNING**

Class Lists	Destroy (after administrative use has concluded)
Course Evaluations	3 years (from date of last entry)
Course Notes	Destroy (after administrative use has concluded)
Course Proposals (not approved)	3 years (from date of last entry)
Course Proposals (the development of)	3 years (from date of last entry)
Course Proposals presented for Approval or Accreditation	Permanent
Course Review Files	3 years (from date of last entry)
Curriculum Review Files	3 years (from date of last entry)
Curriculum Working Papers	3 years (from date of last entry)
Draft Subject Outlines	3 years (from date of last entry)
Handbook Contributions (drafts)	Destroy (after administrative use has concluded)
Handbook Contributions (master copies)	Permanent
Lecture Notes	Destroy (after administrative use has concluded)
Lesson Plans	Destroy (after administrative use has concluded)
Subject Notes	Destroy (after administrative use has concluded)
Subject Outlines	Destroy (after administrative use has concluded)
Subject Proposals (not approved)	3 years (from date of last entry)
Subject Proposals (the development of)	3 years (from date of last entry)
Subject Proposals presented for Approval or Accreditation	Permanent
Subject Review Files	3 years (from date of last entry)
Subject Timetables	Destroy (after administrative use has concluded)
Supporting documentation of Course Proposals presented for Approval or Accreditation	Permanent
Unapproved Curriculum Proposals	3 years (from date of last entry)

**Please contact the Records Services Unit for further assistance.**

Contact Details:

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