

Monash University Procedure

Procedure Title	Recordkeeping: Retention and Disposal of University Records Procedures (Australia only)
Parent Policy	Recordkeeping Policy
Date Effective	26-March-2013
Review Date	26-March-2016
Procedure Owner	Chief Information Officer
Category	Operational
Version Number	2.0
Content Enquiries	archives@monash.edu
Scope	<ul style="list-style-type: none"> • All campuses in Australia • Monash South Africa • All staff • All records created or received by the university in transaction of its business • All functions and activities carried out by the university
Purpose	<p>Actions taken on University records in Australia are governed by relevant legislation and standards.</p> <p>The Public Record Office of Victoria (PROV) provides broad, mandatory principles regarding retention and disposal practices in the "PROS10/13 Disposal Standard". The principles outlined in this standard revolve around the legality, authorisation, planning, timeliness, security, and accuracy of and justification and accountability for retention and disposal actions. The standard and associated specifications and guidelines are available from the PROV Disposal Standard website.</p> <p>The Monash University Retention and Disposal Authority specifies how long different types of university records must be kept and when they can be destroyed or deleted. The Retention and Disposal Authority contains instructions with legal force issued under the Public Records Act 1973 about minimum retention periods for records. The retention periods in the Retention and Disposal Authority are based primarily on two Public Record Office of Victoria (PROV) Retention and Disposal Authorities:</p> <ul style="list-style-type: none"> • General Retention and Disposal Authority for the Records of Higher and Further Education Institutions (PROS 02/01), and • General Retention & Disposal Authority for Records of Common Administrative Functions (PROS 07/01), <p>as well as decisions made by Monash University governance committees.</p>
PROCEDURE STATEMENT	

1. Retention and Disposal of University Records Procedure

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The [Monash University Retention and Disposal Authority](#) must be used to determine how long university records are kept. The Retention and Disposal Authority also provides directions on subsequent actions.

When assessing records for disposal or retention, take the following steps:

- Identify whether the records are duplicates or copies held for reference. Copies distributed for reference may be destroyed when no longer required.
- Assess the records to identify their content.
- Find the description in the Retention and Disposal Authority that matches the records.
- Take the recommended retention or disposal action:
- If records are to be retained permanently, contact the University Archives about transferring the records to the Archives.
- Ensure records are accessible and readable for the entire time that they are held prior to transfer to University Archives or destruction.
- If records are to be destroyed in the future, arrange for safe and secure storage. Make it clear when they can be destroyed, e.g. label boxes with the date to be destroyed and relevant disposal authority reference or add this information to the electronic folder.
- If records can be destroyed immediately:
 - before any destruction actions, complete an [Application for Destruction of Records](#);
 - have it authorised by the relevant Administrative Head;
 - then send the completed form to the Archives Manager, who will approve or reject the application and provide further advice; and
 - if the application is approved, arrange for secure destruction of the records.

Records **must not** be destroyed where:

- There is current outstanding action that relies on the records, or
- The records are reasonably likely to be required in evidence.

The Crimes (Document Destruction) Act 2006 creates formal and specific penalties for destruction of documents that are known to be reasonably likely to be required in evidence, where the destruction is intended to prevent the documents from coming into court, in situations where no litigation has actually commenced. For more information see advice [PROA06/18](#) from the PROV.

Responsibility

All staff creating or managing university records.

Responsibility for implementation	Vice-Chancellor and President Pro Vice-Chancellor and President, Monash South Africa All managers and supervisors Chief Information Officer Records and Archives Services Branch All staff
Status	Revised
Approval Body	Name: Chief Operating Officer and Senior Vice-President (Administration) Meeting: n/a Date: 26-March-2013

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	Agenda item: n/a
Definitions	<p>Retention and Disposal Authority: legal instrument giving instructions on how long records should be kept, whether they may be destroyed and when.</p> <p>Retention period: length of time a record must be kept to satisfy the university's administrative, evidentiary and financial requirements.</p>
Legislation Mandating Compliance	<p><u>Related Australian Legislation</u></p> <p>Public Records Act 1973 (Vic)</p> <p>Freedom of Information Act 1982 (Vic)</p> <p>Privacy and Data Protection Act 2014 (no. 60 of 2014)</p> <p>Evidence Act 2008 (Vic)</p> <p><u>Related South African Legislation</u></p> <p>Basic Conditions of Employment Act 1997 (No 75 of 1997)</p> <p>Promotion of Access to Information Act 2000 (No 2 of 2000)</p> <p>Protection of Personal Information Bill (No 9 of 2009) has been approved by National Assembly Sept 2012</p> <p>Companies Act 1973 (No 61 of 1973): Regulations on Retention and Preservation of Company Records 1983</p> <p>Law of Evidence Amendment Act 1988 (No 45 of 1988)</p> <p>Civil Proceedings Evidence Act 1965 (No 25 of 1965)</p>
Related Policies	<p>Freedom of Information Policy</p> <p>Data Protection and Privacy Procedure</p> <p>Electronic Information Security Policy</p> <p>Privacy of Student Records Policy</p>
Related Documents	<p>Records and Archives Services index</p> <p>Records and Archives Services Retention and Disposal Authority</p> <p>PROS10/13 Disposal Standard</p> <p>PROS 02/01 General Retention & Disposal Authority for Records of Higher and Further Education Institutions</p> <p>PROS 07/01 General Disposal Schedule for Records of Common Administrative Functions</p> <p>The Australian Code for the Responsible Conduct of Research</p>