

## **Retention Periods for Records Created in the Accommodation Village**

Prepared by Manager, Information & Policy – 02/08/2013 (V2).  
GDA & Record Class references updated to reflect merger by  
Archives NZ of GDAs 1,2 & 4 into the new GDA6.

**Important Note 1:** *If the records you want to destroy are not covered below please refer to the Disposing of Records at Unitec Procedure and/or consult the Manager, Information & Policy.*

**Important Note 2:** *Any record that must be kept for a specifically stated time period must be recorded on a Disposal Register and this Register checked by the Manager, Information & Policy before disposing the records. Refer Disposing of Records at Unitec Procedure for further info.*

### **Formal complaints about Accommodation to be addressed/resolved by Accommodation Manager**

GDA & Records Class = ITPNZ 3.5.2

Disposal Action = Destroy (10 yrs after complaint resolved)

Dept Approver Authorising Disposal = Accommodation Manager

### **Incident Reports**

GDA & Records Class = GDA6 / 3.5.2

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorising Disposal = Accommodation Manager

### **Applications for Accommodation**

GDA & Records Class = ITPNZ 3.5.1

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorising Disposal = Accommodation Manager

### **Payments**

GDA & Records Class = GDA6 / 4.3.2

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorising Disposal = Accommodation Manager

### **Contracts**

GDA & Records Class = GDA6 / 4.2.5

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorising Disposal = Accommodation Manager

**Maintenance**

I'm assuming these are records about maintenance made to the rooms??? If not please let me know as retention period may be different.

GDA & Records Class = GDA6 / 5.1.13

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorising Disposal = Accommodation Manager

**Key Registers**

GDA & Records Class = GDA6 / 5.1.11

Disposal Action = Destroy (2 yrs after person assigned keys has left Unitec)

Dept Approver Authorise Disposal = Accommodation Manager

**Residential Assistant Report / Log Books**

GDA & Records Class = GDA6/ 5.1.11

Disposal Action = Destroy (after 2 yrs)

Dept Approver Authorise Disposal = Accommodation Manager

**Staff / Residential Assistant Meeting Minutes**

GDA & Records Class = GDA6 / 6.2.2

Disposal Action = Destroy (after 2 yrs)

Dept Approver Authorise Disposal = Accommodation Manager