

## **Retention Periods for Records Created in the Library**

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.

### **1. RECORDS COVERING THE PROVISION OF LIBRARY SERVICES**

*Includes records related to publication ordering and purchasing; collection development & maintenance; library requests; issue records; indices & catalogues; inter-loan services; database connections; reference services; de-accessioning of externally sourced holdings*

GDA & Records Class = GDA6 / 8.1.4

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorise Disposal = Director, Library Services

Note: Nominated rep from Library to liaise directly with Archives NZ using [rkadvice@dia.govt.nz](mailto:rkadvice@dia.govt.nz) to determine exactly what type of library records are covered by the 2 year period above and which might instead be covered under 2) below.

### **2. RECORDS COVERING ROUTINE ADMIN TRANSACTIONS**

*e.g. answering queries; general correspondence dealing with minor matters; admin transactions not covered by 1) above*

GDA & Records Class = GDA3 / 1.3

Disposal Action = Destroy as soon as no longer need

Dept Approver Authorise Disposal = Manager of relevant area

### **3. RECORDS COVERING THE OPERATION & ADMINISTRATION OF INFORMATION SYSTEMS**

*Includes records related to the purchasing; installation; testing, maintenance and functioning of the system e.g. system specs, purchase & maintenance agreements, upgrade/modification docs, access and security docs, software licences, correspondence with vendors*

GDA & Records Class = GDA6 / 8.1.1

Disposal Action = Destroy only when system is no longer being used.

Dept Approver Authorise Disposal = Director, Library Services

#### 4. STUDENT COMPLAINT & INVESTIGATION RECORDS

*Includes the records provided with the complaint and all records created during the investigation process. Also includes records related to unsubstantiated allegations.*

GDA & Records Class = ITP GDA / 2.1.2

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorise Disposal = Director, Library Services

Note: It is the responsibility of the investigating department to manage and maintain **the originals** of these records for the required timeframe, not Unitec's Student Complaints Administrator. This Administrator only receives copies of complaints as part of monitoring on behalf of Unitec that complaints are being managed.

#### 5. RECORDS RELATED TO THE MANAGEMENT & RESOLUTION OF ISSUES

*Includes the records raising the issue and all records created to better identify the issue and resolve it.*

a) **Minor Issues i.e. those that lead to no change / just a small change to policy, procedure, how things are done**

GDA & Records Class = ITP GDA / 5.1.5

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorise Disposal = Director, Library Services

b) **Major Issues i.e. those that lead to significant changes to policy, procedure, how things are done**

GDA & Records Class = ITP GDA / 5.1.6

Retain permanently for ultimate transfer to Archives NZ

Dept Approver Authorise Disposal = Director, Library Services

#### 6. INVOICES & RECEIPTS (INCLUDING EFTPOS) / DEBTORS

*Where originals have not been submitted to Finance Dept*

a) **Student related**

GDA & Records Class = ITP GDA / 2.2.4

Disposal Action = Destroy (after 7 yrs)

Dept Approver to Authorise Disposal = Director, Library Services

Note: If originals are sent to the Finance Dept to action payment / bank money received; destroy the 'copies' you are holding as soon as you feel you don't need them anymore

b) **Not student related**

GDA & Records Class = GDA6 / 4.3.2

Disposal Action = Destroy (after 7 yrs)

Dept Approver to Authorise Disposal = Director, Library Services

Note: If originals are sent to the Finance Dept to action payment / bank money received; destroy the 'copies' you are holding as soon as you feel you don't need them anymore.

## **7. CUSTOMER/PUBLIC SURVEYS OR OPINION POLLS**

**a) Consolidated Final Report with results; analysis; survey method and list of questions**

GDA & Records Class = GDA6 / 6.1.5

Retain permanently for ultimate transfer to Archives NZ

Dept Approver Authorise Disposal = Director, Library Services

**b) Admin records related with administration/promulgation of survey and the raw data collected not analysed/consolidated**

GDA & Records Class = GDA6 / 6.1.6

Disposal Action = Destroy as soon as no longer need

Dept Approver Authorise Disposal = Director, Library Services

Note: If raw data never consolidated into a final report, keep raw data permanently to comply with a) above.

## **8. DEPARTMENT / TEAM MEETING MINUTES & AGENDA PAPERS**

GDA & Records Class = ITP GDA / 6.2.8

Disposal Action = Destroy (after 12 months)

Dept Approver Authorise Disposal = Manager of relevant area

## **9. MONTHLY ACTIVITY REPORTS submitted to Director / Executive Director**

GDA & Records Class = GDA6 / 1.2.3

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorise Disposal = Director, Library Services

## **10. STAFF PERSONNEL RECORDS**

*All staff personnel files created by managers for their own staff must be sent to HR as soon as the staff member leaves Unitec / or transfers to a new Unitec department. HR will then check content against the master Personnel File they will be holding on this staff member, add content to this master file as required and then dispose confidentially of all duplicate records.*