

Retention Periods for Records Created in the Security Centre

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.*

Incident Reports

GDA & Records Class = GDA6 / 5.1.11

Disposal Action = Destroy as soon as no longer need for business purposes

Dept Approver Authorise Disposal = Security Manager

Eftpos Slips, Receipt Books & Purchase Orders

(where originals are not submitted to Finance Dept)

GDA & Records Class = GDA6 / 4.3.2

Disposal Action = Destroy (after 7 yrs)

Dept Approver to Authorise Disposal = Security Manager

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

Monthly Activity Reports submitted to Director

GDA & Records Class = GDA6 / 1.2.3

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorise Disposal = Security Manager

Guard Activity Log Books

GDA & Records Class = GDA6 / 5.1.11

Disposal Action = Destroy as soon as no longer need for business purposes

Dept Approver Authorise Disposal = Security Manager

Cash Pick-up Log Books

GDA & Records Class = GDA6 / 5.1.11

Disposal Action = Destroy as soon as no longer need for business purposes

Dept Approver Authorise Disposal = Security Manager

Tender Reports/Proposals from Goods & Service Providers

GDA & Records Class = GDA6 / 4.2.4

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorise Disposal = Security Manager

Guard rosters

GDA & Records Class = GDA6 / 5.1.11

Disposal Action = Destroy as soon as no longer need for business purposes

Dept Approver Authorise Disposal = Security Manager

Key / Swipe card Registers & signed 'pick-up' Forms

GDA & Records Class = GDA6 / 5.1.11

Disposal Action = Destroy after person assigned keys has left Unitec and as soon as no longer need for business purposes

(Dept Approver Authorise Disposal = Security Manager)

Surveillance Tapes / Photos of Offenders

GDA & Records Class = GDA6 / 5.1.12

Disposal Action = Destroy as soon as no longer need for business purposes

Dept Approver Authorise Disposal = Security Manager

Records covering routine admin transactions e.g. answering queries; general correspondence dealing with minor matters

GDA & Records Class = GDA3 / 1.3

Disposal Action = Destroy as soon as no longer need for business purposes

Dept Approver Authorise Disposal = Security Manager

User Guides / Manuals for Security Software and/or Systems

GDA & Records Class = GDA3 / 1.11

Disposal Action = Destroy when software/system no longer used

Dept Approver Authorise Disposal = Security Manager

Security / Professional Interest Magazines

GDA & Records Class = GDA3 / 1.2

Disposal Action = Destroy when no longer wanted

Dept Approver Authorise Disposal = Security Manager

Brochures about Security Systems / Equipment (if system / equipment was never purchased)

GDA & Records Class = GDA3 / 1.10

Disposal Action = Destroy when no longer wanted

Dept Approver Authorise Disposal = Security Manager

Note: If system / equipment was purchased then brochure should be kept until system / equipment no longer being used.