

Retention Periods for Records Created in the Sport (Recreation) 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.*

1. 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 = HOD, School of Sport

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.

2. RECORDS RELATED TO THE MANAGEMENT & RESOLUTION OF ISSUES AND OF COMPLAINTS MADE BY SPORT CENTRE USERS (NOT STUDENTS)

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

a) Minor Issues i.e. those that didn't lead to no change / 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 = HOD, School of Sport

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

GDA & Records Class = ITP GDA / 5.1.4

Retain permanently for ultimate transfer to Archives NZ
Dept Approver Authorise Disposal = HOD, School of Sport

3. INVOICES & RECEIPTS / BANKING RECORDS

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 = Sports Centre Operations 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. Don't need to log on a Disposal Register.

b) Not student related

GDA & Records Class = GDA6 / 4.3.2

Disposal Action = Destroy (after 7 yrs)

Dept Approver to Authorise Disposal = Sports Centre Operations 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. Don't need to log on a Disposal Register.

4. MEMBERSHIP CONTRACT - DEBIT SUCCESS (or a similar org)

This is not a contract with Unitec so no legal requirement to retain as not our record. Suggest though for operational purposes these get retained for 2 years and then disposed of. Can destroy without logging on a Disposal Register.

5. MEMBERSHIP APPLICATION FORM (includes medical questionnaire)

No stated legal retention period under rules covering Unitec records, however because members paying upfront can only pay for a maximum 12 month membership (and therefore will have to complete another Application Form when rejoin) and members paying via Debit Success (periodic automatic payment) sign up to a minimum debit term of 12 months, suggest that for operational purposes Membership Application Forms be retained for 2 years and then disposed of. Can destroy without logging on a Disposal Register

Additional Comment - Because after the minimum Debit Success term a member could continue to make payments, extending their membership past 12 months, suggest it would be prudent to ask members who have a relationship with Debit Success for a continuous/unbroken term of 2 years or more, to complete again the medical questionnaire on the back of a Membership Application Form. You might even consider getting them to complete again the whole Application Form so you can ensure personal details / emergency contacts are up to date. Might require additional field

to be added to Application Form though so you don't treat the person like a new member??

6. AGREEMENTS / CONTRACTS WHICH INVOLVE SIGNIFICANT EXPENDITURE OF OPERATIONAL OR CAPITAL FUNDS

Examples include: Contracts for purchase of major capital assets; Contracts for receipt of consultancy/project services where total cost of these services represents significant portion of an operational / project budget

GDA & Records Class = GDA6 / 4.2.2

Disposal Action

1. If copies of signed originals (Originals should be held in Unitec's Legal & Contracts Office) destroy when no longer needed for operational purposes and don't need to log on a Disposal Register.
2. If signed originals - Never Destroy. These must be retained permanently. Send to Unitec's Legal & Contracts Office for recording on Contracts Register and storing centrally.

7. AGREEMENTS FOR THE PROVISION / SUPPLY OF ROUTINE GOODS AND / OR SERVICES WHERE TOTAL COST OF AGREEMENT IS NOT CONSIDERED SIGNIFICANT EXPENDITURE

Examples include: Cleaning, Waste Contracts; Purchase of routine supplies Contracts; Maintenance / routine check Contracts

GDA & Records Class = GDA6 / 4.2.3

Disposal Action

1. If copies of signed originals (Originals should be held in Unitec's Legal & Contracts Office) destroy when no longer needed for operational purposes and don't need to log on a Disposal Register.
2. If signed originals -These must be retained for 7 years from date of agreement termination and when all conditions of agreement have been met. Send to Unitec's Legal & Contracts Office for recording on Contracts Register and storing centrally.

8. BROCHURES ABOUT SYSTEMS / EQUIPMENT (if equipment was never purchased)

GDA & Records Class = GDA3 / 1.10

Disposal Action = Destroy when no longer wanted. Don't need to log on a Disposal Register.

Dept Approver Authorise Disposal = Sports Centre Operations Manager

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

9. RECORDS COVERING ROUTINE ADMIN TRANSACTIONS

Examples include: answering queries; general correspondence dealing with minor matters

GDA & Records Class = GDA3 / 1.3

Disposal Action = Destroy as soon as no longer need for operational purposes. Don't need to log on a Disposal Register.

Dept Approver Authorise Disposal = Sports Centre Operations Manager

10. DEPARTMENT / TEAM MEETING MINUTES & AGENDA PAPERS

GDA & Records Class = ITP GDA / 6.2.8

Disposal Action = Destroy (after 12 months)

Dept Approver Authorise Disposal = Sports Centre Operations Manager

11. MONTHLY ACTIVITY REPORTS submitted to HOD / Executive

Director

GDA & Records Class = GDA6 / 1.2.3

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorise Disposal = Sports Centre Operations Manager

12. 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.