Retention Periods for Records Created in Student Support

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* <u>*must*</u> *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.*

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1. **Student Complaint and 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, Student Support

   <u>Note:</u> If the records Student Support have are copies i.e. they have been sent to you by the investigating department, destroy the 'copies' you are holding as soon as you feel you don't need them anymore. It is the responsibility of the investigating department to manage and maintain the originals of these records for the required timeframe.

2. **SCHOALRSHIPS**

   a) **Records relating to the Management of Scholarships, Awards e.g. correspondence, funds management** *(Successful Applications only)*
      GDA & Records Class = ITP GDA / 2.4.1
      Disposal Action = Destroy (after 7 yrs)
      Dept Approver Authorise Disposal = Director, Student Support

   b) **Master list of recipients of Scholarships/Awards**
      GDA & Records Class = ITP GDA / 2.4.2
      Retain for ultimate transfer to Archives NZ
      Dept Approver Authorise Disposal = Director, Student Support

   c) **Applications/Nominations for Scholarships/Awards** *(Successful Applications only)*
      GDA & Records Class = ITP GDA / 2.4.3
      Disposal Action = Destroy (after 2 yrs)
      Dept Approver Authorise Disposal = Director, Student Support

d) Records relating to the Unsuccessful Applications for Scholarships, Awards
GDA & Records Class = ITP GDA / 2.4.4
Disposal Action = Destroy (after 3 months of receipt)
Dept Approver Authorise Disposal = Director, Student Support

3. **Provision of Student Support Services Records -** *Includes application forms and client files for career advisory; religious support; pastoral care; disability and learning support; and cultural support*
GDA & Records Class = ITP GDA / 3.1.1
Disposal Action = Destroy (after 7 yrs)
Dept Approver Authorise Disposal = Manager of relevant student support area

4. **Hardship/Food Grant Records -** *Includes application forms and records documenting decisions made on application*
GDA & Records Class = ITP GDA / 3.2.3
Disposal Action = Destroy (after 7 yrs)
Dept Approver Authorise Disposal = Director, Student Support

5. **HEALTH CLINIC & COUNSELLING RECORDS**
   a) Appointment Registers
GDA & Records Class = ITP GDA / 3.4.1
Disposal Action = Destroy (after 2 yrs)
Dept Approver Authorise Disposal = Manager, Student Wellbeing

   b) Patient Files
GDA & Records Class = ITP GDA / 3.4.2
Disposal Action = Destroy (10 yrs from date of last entry made against file)
Dept Approver Authorise Disposal = Manager, Student Wellbeing

6. **Invoicing & Receipting for Student Services -** *(where originals have not submitted to Finance Dept)*
GDA & Records Class = ITP GDA / 2.2.4
Disposal Action = Destroy (after 7 yrs)
Dept Approver to Authorise Disposal = Director, Student Support

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. **Monthly Activity Reports submitted to Director**
GDA & Records Class = GDA6 / 1.2.3
Disposal Action = Destroy (after 7 yrs)
Dept Approver Authorise Disposal = Director, Student Support

8. **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
   Dept Approver Authorise Disposal = Manager of relevant area

9. **Department / Team Meeting Minutes and Agenda Papers**
   GDA & Records Class = ITP GDA / 6.2.8
   Disposal Action = Destroy (after 12 months)
   Dept Approver Authorise Disposal = Manager of relevant area

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