

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>1. AUDIT, QUALITY AND RISK MANAGEMENT</b>							
This class covers information and records created and used as part of activities of audit, quality and risk management. It covers both internal and external requirements and compliance and audit activities relating to University processes and obligations. It also covers emergency and risk management activities.							
<b>Routine administration</b>							
	1.1	<b>Routine administrative</b> information and records that support audit, quality and risk management activities	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Records that facilitate / administer the auditing, quality and review process</li> <li>Records that document the issue management process such as complaint management / incident reporting process, and the quality control of that process</li> <li>Audit programme arrangements and administration</li> <li>Records that administer and facilitate emergency management and contingency planning activities</li> <li>Routine correspondence</li> <li>Information that facilitates the reporting process for reports that are not audits, reviews or evaluations</li> <li>Reporting arrangements</li> <li>Interim metrics and dashboards</li> <li>Working papers for surveys</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Authorities and delegations</b>							
	1.2	Information and records documenting <b>written authorities</b> within the University given to Committees or specific roles allowing them to <b>act on behalf of the University, Council or Academic Board</b>	<p>May include delegations across any aspect of the University. Such as:</p> <ul style="list-style-type: none"> <li>Administrative delegations (Governance and Management)</li> <li>Human resource delegations</li> <li>Contractual delegations</li> <li>Legal and risk delegations</li> <li>Student delegations</li> <li>Research delegations</li> </ul> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Academic delegations</li> <li>Use of university branding</li> <li>Use of copyright material owned by the University</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>The decisions / actions made by the delegated authority</li> <li>Financial delegations. See Finance and Accounting, Class 4</li> </ul>	Date of last action	Archive	10 years
<b>Incident management</b>							
	1.3	Information and records detailing <b>minor incidents</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Information and records that document issues, events and incidents (and how they are resolved) that do not have an ongoing / significant effect on University policy, practice, precedent, strategy etc.</li> <li>Complaint documentation and associated contextual / background information</li> <li>Records outlining identification and resolution of an issue / event / complaint e.g. interview notes, discussion documents etc.</li> </ul> <p>Examples of minor incidents are:</p> <ul style="list-style-type: none"> <li>One-off compliance issue such as technical privacy breach. For example mail being sent to incorrect student</li> <li>Unexpected restrictions to access on campus</li> <li>Scams targeting University staff and students</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>Issues raised through Official Information Act requests, Privacy Act, Ombudsmen and the Human Rights Commission. See Engagement and Communications, Class 3</li> <li>Student disciplinary matters or grievance and appeals against student academic issues. See Student Administration, Class 15</li> <li>Personnel grievances, disputes or dismissals. See Human Resources, Class 7</li> </ul>	Date of last action	Destroy	7 years

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	1.4	Information and records detailing <b>major incidents</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Records of incidents / complaints that result in the setting of significant precedent when it comes to the University's strategies, policies, business practice etc., significant changes in policies, procedures, high level discussion within the University, legal action or wide media coverage.</li> <li>Initial complaint documentation</li> <li>Associated correspondence and attachments</li> <li>University reports, records of decisions</li> <li>Legal advice</li> <li>Records outlining resolution etc.</li> </ul> <p>Examples of major incidents are:</p> <ul style="list-style-type: none"> <li>Major compliance failure – i.e. significant privacy breach</li> <li>Security threat that requires evacuation of building or premises</li> <li>Close down of campus during COVID-19</li> <li>Potential breach of policy receiving considerable news coverage</li> <li>Death or serious injury of student on campus</li> <li>Bomb scare</li> <li>Altercations between difference student groups on campus</li> <li>Claims against the University</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>Issues raised through Official Information Act requests, Privacy Act, Ombudsmen and the Human Rights Commission. See Engagement and Communications, Class 3</li> <li>Student disciplinary matters or grievance and appeals against student academic issues. See Student Administration, Class 15</li> <li>Personnel grievances, disputes or dismissals. See Human Resources, Class 7</li> </ul>	Date of last action	Archive	10 years
<b>Insurance</b>							
	1.5	Information and records documenting <b>insurance policies and policy negotiations</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Documents relating to University negotiations with its insurers, brokers, loss adjustors and facilitators, including reports and/or analysis</li> <li>Insurance policies</li> <li>Working documents to support negotiations, policy renewals</li> <li>Policy reviews</li> </ul>		After policy expired	Destroy	7 years
	1.6	Information and records of <b>minor insurance claims and their management</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Claim documentation for minor claims</li> <li>Supporting documentation</li> </ul>		Date of last action	Destroy	7 years
	1.7	Information and records of <b>major insurance claims and their management</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Significant damage reports</li> <li>Independent valuations</li> <li>Claims documentation for major claims</li> <li>Insurance policy responses</li> </ul>	See also Response to Nationally Significant Events, Class 13	Date of last action	Archive	10 years
<b>Issue monitoring</b>							
	1.8	Information and records that document the <b>ongoing monitoring of minor issues</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Issues that had no impact on university policies, procedures, strategy, risk and compliance etc.</li> <li>Low-level monitoring reports</li> </ul> <p>Examples of minor issues are:</p> <ul style="list-style-type: none"> <li>Routine audit findings that require minor improvement to specific business practice or process</li> <li>Equitable availability of laptops and study space for online lectures/assessments</li> </ul>		Date of last action	Destroy	2 years

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	1.9	Information and records that document the <b>ongoing monitoring of major issues</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Information and records that outline the ongoing monitoring of issues that resulted in significant changes to university policies, procedures, strategy, risk and compliance etc.</li> <li>Reports to do with the monitoring of significant issues</li> <li>Investigation reports, including recommendations following lessons learned</li> </ul> <p>Examples of major issues are:</p> <ul style="list-style-type: none"> <li>Management of the University COVID 19 response</li> <li>Alleged breach of human rights/discrimination through selection criteria</li> <li>Allegations of organised student cheating</li> <li>Sexual harassment on campus</li> <li>Significant whistle-blower allegations</li> </ul>		Date of last action	Archive	10 years
<b>Quality management</b>							
	1.10	Information and records of <b>routine monitoring of call centres for quality control</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Selected call centre recordings that have been used to monitor quality control of call centre operations and responses.</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>All call centre recordings - only those that have been used to monitor quality control processes of call centre operations. For all other call centre recordings see Engagement and Communications, Class 3</li> <li>Student advice. See Student Administration, Class 15 and Student Services, Class 16</li> </ul>	Date of last action	Destroy	Until administratively no longer required
	1.11	Information and records created for the purposes of <b>understanding and improving learning and teaching experiences for students</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Summary learning analytics reports</li> <li>Intervention / mitigation plans</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>Surveys</li> <li>Management of the quality of academic programmes</li> <li>Information placed on an individual students record</li> </ul>	Date of last action	Destroy	7 years
	1.12	Information and records created for the purposes of <b>understanding and improving quality of services to staff, students and alumni</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Continuous improvement programmes</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>Surveys</li> </ul>	Date of last action	Destroy	7 years
<b>Reporting</b>							
	1.13	Information and records documenting the <b>facilitation of accreditation to voluntary compliance standards</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>International Standards Organisation (ISO) standards reporting and monitoring</li> </ul>		After standard / regulation etc. superseded / completed	Destroy	7 years
<b>Risk management, emergency management and contingency planning</b>							
	1.14	Information and records that capture the <b>framework for risk management, emergency management and contingency planning procedures and standards</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Risk management and compliance framework</li> <li>Business continuity framework</li> <li>Strategic risk register</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>Working documents for the development of the framework</li> </ul>	Date of last action	Destroy	7 years
	1.15	Information and records that capture the <b>implementation of risk management, emergency management and contingency planning procedures and standards</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Draft emergency plans and scenarios</li> <li>Risk assessments</li> <li>Business assurance tracking</li> <li>Business Continuity Planning Health Checks</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>Hazard or occupational health management. See Health and Safety and Welfare, Class 6</li> </ul>	Date of last action	Destroy	2 years

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	1.16	Information and records that document <b>final approved plans</b> covering risk management, emergency management and business continuity / contingency planning	Example information and records include: <ul style="list-style-type: none"> <li>• Business continuity plans</li> <li>• Disaster recovery plans (IT)</li> <li>• Emergency management plans</li> </ul>		After plan is superseded	Destroy	2 years
<b>Submissions</b>							
	1.17	Information and records of <b>individual submissions</b> from staff and students on specific issues that are not confidential	Example information and records include: <ul style="list-style-type: none"> <li>• Submissions</li> <li>• Internal review submissions e.g. school review</li> <li>• Change proposals</li> <li>• Survey forms</li> </ul>		After approval of the completed final version of the record	Destroy	Until administratively no longer required
	1.18	Information and records of <b>individual submissions</b> that are considered to be <b>confidential submissions</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Submissions provided on the agreement that the written submission will be destroyed as soon as the report has been written</li> <li>• Internal review submissions e.g. school review</li> <li>• Change proposals</li> <li>• Survey forms</li> </ul>		After approval of the completed final version of the record	Destroy	Immediately

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	<b>Surveys</b>						
	1.19	Information and records documenting <b>survey reports that affect a division / unit</b> only of the University	Example information and records include: <ul style="list-style-type: none"> <li>• Summary reports of survey results</li> <li>• System user surveys</li> <li>• Student services survey (e.g. Programme surveys)</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Academic quality or teaching reviews. See Management of Academic Programmes, Class 10</li> <li>• Building survey reports. See Property and Facilities Management, Class 11</li> </ul>	Date of last action	Destroy	2 years
	1.20	<b>Information and records documenting</b> survey reports that affect the whole <b>of the University</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Summary reports of survey results</li> <li>• Student graduate survey</li> <li>• Staff surveys</li> <li>• University rankings exercises (e.g. Times Higher Education etc.)</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Academic quality or teaching reviews. See Management of Academic Programmes, Class 10</li> <li>• Building survey reports. See Property and Facilities Management, Class 11</li> <li>• Working papers for survey reports - these are covered in Class 1.1</li> </ul>	Date of last action	Archive	10 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>2. COLLECTIONS MANAGEMENT</b>							
This class covers information and records created and used as part of the activities of managing University collections of art, private records, museum specimens and other objects which are owned by the University, or on loan to the University. It does not cover the University Library collection which is covered in Class 8. PLEASE NOTE: This disposal schedule does not cover the items in the actual collection, but rather the information and records created to support their acquisition, use, management, storage, preservation and disposal.							
<b>Routine administration</b>							
	2.1	<b>Routine administrative</b> information and records that support collection management activities	Example information and records include: <ul style="list-style-type: none"> <li>• Routine correspondence</li> <li>• Reporting arrangements</li> <li>• Interim metrics and dashboards</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Control, use and preservation</b>							
	2.2	Information and records associated with <b>registering and describing the objects within the collection</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Catalogues / Indexes</li> <li>• Inventories</li> <li>• Electronic control systems</li> <li>• Registers</li> <li>• Finding aids</li> </ul>		After collection is disestablished	Archive	10 years
	2.3	Information and records relating to <b>access and use of the collection</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Applications for access</li> <li>• Access conditions</li> <li>• Register of access</li> </ul>		Date of last action	Destroy	10 years
	2.4	Information and records relating to the <b>preservation, protection, maintenance, restoration and enhancement of the collection</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Temperature and humidity control readings</li> <li>• Pest treatments</li> </ul>		Date of last action	Destroy	2 years
	2.5	Information and records documenting <b>conservation and preservation carried out directly on collection objects</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Notes on Repairs</li> <li>• Recordings of deacidification treatments etc.</li> <li>• significant deviations/incidents with failure of monitoring equipment</li> </ul>		After collection item is disposed of	Destroy	2 years
<b>Exhibitions and displays</b>							
	2.6	Information and records relating to the <b>planning and implementation of an exhibition or display</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Invitations to exhibit</li> <li>• Liaison with donors</li> <li>• Opening of displays</li> <li>• Reviews</li> </ul>		Date of last action	Destroy	2 years
	2.7	Information and records documenting <b>exhibition memorabilia</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Catalogues</li> <li>• Brochures</li> <li>• Exhibition ephemera</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Material sent to Legal Deposit</li> </ul>	Date of last action	Archive	10 years
	2.8	Information and records documenting <b>loaning out of collection items, or borrowing of items from other organisations / individuals for use in exhibitions / displays</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Loan arrangements</li> <li>• Legal contracts</li> </ul>		Date of last action	Destroy	25 years

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		<b>Planning, acquisition and disposal</b>					
	2.9	Information and records relating to <b>collection management planning</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Collection management plan</li> <li>• Collection management strategies</li> <li>• Collection development plan</li> <li>• Collection valuation</li> </ul>		Date of last action	Destroy	25 years
	2.10	Information and records relating to the <b>purchase or other means of acquisition</b> and the de-accessioning and disposing of collections or items	Example information and records include: <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Negotiations</li> <li>• Final agreements on terms and conditions</li> <li>• Ownership deeds or certificates</li> <li>• Sale or auction records</li> <li>• Agreements and contracts for loans in perpetuity</li> <li>• Records relating to the sale, transfer, destruction or repatriation of a collection or items within a collection</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Fixed term loans or monetary donations</li> </ul>	After collection is disestablished	Archive	10 years

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<b>3. ENGAGEMENT AND COMMUNICATIONS</b>							
<b>This class covers information and records created and used to support the University's communication and engagement with internal and external stakeholders in official or promotional ways</b>							
<b>Routine administration</b>							
	3.1	<b>Routine administrative</b> information and records that support University engagement and communications activities	Example information and records include: <ul style="list-style-type: none"> <li>• Minor correspondence</li> <li>• Address and invitation lists</li> <li>• Photographic images that are not selected as part of the curated record</li> <li>• Requests for publications</li> <li>• Production, marketing and distribution of publications and advertisements</li> <li>• Reference and information-only records</li> <li>• Print processing</li> <li>• Routine requests (e.g. asking for speaker)</li> <li>• General enquiries from public (including the call centre)</li> <li>• Subscription lists</li> <li>• Administration of VIP visits</li> <li>• Travel itineraries, transportation, etc.</li> <li>• Thank you notes, Messages of condolence</li> <li>• Open day and roadshow administration</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Alumni</b>							
	3.2	Information and records relating to <b>alumni information maintenance and communications</b>	Example information and records include: <ul style="list-style-type: none"> <li>• List of alumni contacts, for example database holdings</li> <li>• Mail-out arrangements</li> <li>• Signed statements by alumni</li> <li>• Updating and maintaining alumni contact details</li> <li>• Enquiries</li> <li>• Correspondence</li> <li>• Surveys</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Publication of alumni magazines</li> <li>• Events for alumni</li> <li>• Donor agreements</li> </ul>	Date of last action	Destroy	2 years
<b>Campaigns, marketing and fundraising</b>							
	3.3	Information and records that support University management of <b>minor campaigns, marketing or fundraising, or development and organisation of campaigns, marketing or fundraising</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Production, marketing and distribution of publications and advertisements</li> <li>• Posters and brochures</li> <li>• Advertising schedules</li> <li>• Marketing plans</li> <li>• Briefs</li> </ul>		Date of last action	Destroy	7 years
	3.4	Information and records that support University management of <b>significant campaigns, marketing or fundraising, or development and organisation of campaigns, marketing or fundraising</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Design plans</li> <li>• Reports</li> <li>• Fundraising plans</li> <li>• Summary results</li> </ul>		Date of last action	Archive	10 years
<b>Communications</b>							
	3.5	Information and records documenting the <b>information communicated to staff, clients, stakeholders, interested parties and / or the general public that is routine or minor in nature</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Routine speeches and addresses regarding minor issues</li> <li>• Minor articles</li> <li>• Copies of photographs</li> <li>• Social media and instant messaging communications created for informational or promotional purposes e.g. blogs, tweets</li> <li>• Provision of routine administrative information e.g. opening hours or requests for copies of publications</li> <li>• Posted listserv messages</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Complaints</b>							



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	3.6	Information and records documenting <b>minor complaints by members of the public against the University that do not have any direct impact on University policies or decisions and are not officially registered as an incident or placed on an employee's personnel file</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• General complaints in the form of correspondence etc. on policies or quality/standard of service</li> <li>• Complaints on personal matters (e.g. traffic offences, tax matters, etc.).</li> <li>• Complaints about student behaviour</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Privacy Act complaints</li> <li>• Student complaints against the University or a staff member</li> <li>• Complaints made against a specific staff member placed on an employee's personnel file</li> </ul>	Date of last action	Destroy	2 years
	3.7	Information and records documenting <b>major complaints by members of the public against the University that do have some impact on University policies or decisions and are not officially registered as an incident or placed on an employee's personnel file</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• General complaints in the form of correspondence etc. on policies and quality/standard of service</li> <li>• Complaints on personal matters (e.g. traffic offences, tax matters, etc.).</li> <li>• Complaints about student behaviour</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Privacy Act complaints</li> <li>• Student complaints against the University or a staff member</li> <li>• Complaints made against a specific staff member placed on an employee's personnel file</li> </ul>	Date of last action	Destroy	7 years
<b>Event management</b>							
	3.8	Information and records relating to <b>University involvement with minor events</b>	<p>Minor events may include:</p> <ul style="list-style-type: none"> <li>• Public Lectures</li> <li>• Conferences organised by the University</li> <li>• Orientation events</li> </ul> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Visitation programme</li> <li>• Record of official discussions and meetings</li> </ul>		Date of last action	Destroy	2 years
	3.9	Information and records relating to <b>University involvement with major events</b>	<p>Major events may include:</p> <ul style="list-style-type: none"> <li>• Overseas visits by New Zealand dignitaries (e.g. Prime Minister, Ministers of the Crown, etc.)</li> <li>• Overseas VIP visitors to New Zealand (e.g. royalty, heads of state, senior officials, Nobel Prize winners etc.)</li> <li>• Alumni events</li> <li>• The use of University grounds and facilities</li> </ul> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Visitation programme</li> <li>• Record of official discussions and meetings</li> <li>• Visit reports</li> <li>• Visitors' books etc.</li> <li>• Significant public lecture series and recordings</li> <li>• Conferences organised by the University</li> </ul>		Date of last action	Archive	10 years
<b>Liaison with external stakeholders</b>							
	3.10	Information and records that outline <b>minor relationship issues, discussions etc. with key stakeholders</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Requests for information</li> <li>• Routine administrative arrangements</li> <li>• Day to day correspondence and contact information of a transitive/facilitative level</li> </ul>		Date of last action	Destroy	Until administratively no longer required
	3.11	Information and records that outline <b>major relationship issues, discussions etc. with key stakeholders</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Reports on findings</li> <li>• Submissions and representation to local and regional bodies and central government</li> </ul>		Date of last action	Archive	10 years
<b>Market research</b>							

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	3.12	Information and records created for <b>use in publications and documents for the University and media</b>	Example information and records include: • Environmental scans • Reports • Surveys • Gathered market research from outside agencies	Does not include: • Minor records which are administrative in nature	Date of last action	Destroy	7 years
<b>Media monitoring</b>							
	3.13	Information and records that <b>monitor media information published or aired about significant topics to do with the University as well as records that summarise or document key responses to media articles, questions, reports etc.</b>	Example information and records include: • Press clippings • Media releases about the University by third parties	Does not include: • Media releases from the University	Date of last action	Destroy	Until administratively no longer required
<b>Official information requests made under the provisions of legislation and regulations e.g. Privacy, Official Information, Human Rights and Coronial inquiries</b>							
	3.14	Information and records dealing with <b>non-precedent setting information requests made under legislation</b>	Example information and records include: • Correspondence • Reports • Investigations • Information requests		Date of last action	Destroy	7 years
	3.15	Information and records dealing with <b>precedent setting information requests made under legislation</b>	Example information and records include: • Correspondence • Reports • Investigations • Information requests		Date of last action	Archive	10 years
	3.16	<b>Requests "to be forgotten" from students, alumni and staff</b>	Example information and records include: • Record of the original request and response		Date of last action	Destroy	75 years
<b>Photographic records</b>							
	3.17	Information and records that are a curated selection of <b>photographs of staff and students</b>	Example information and records include: • Portraits • Overseas visitors • Sports groups • Social events		Date of last action	Archive	10 years
	3.18	Information and records that are <b>images of minor events, or are images with no metadata</b> or where the subject is unidentifiable	Example information and records include: • Images		Date of last action	Destroy	1 year
	3.19	Information and records that are a <b>curated selection of representative images of events of significance to the University and its development and interaction with the broader community for example opening centres, events of academic significance etc.</b>	Example information and records include: • Registers • Indexes • Job books of photographic images		Date of last action	Archive	10 years
	3.20	Information and records created as <b>publicity material about which there is an agreement with staff and/or students regarding how long the images can be used</b>			Date of last action	Destroy	Once period for use has expired
	3.21	Information and records of <b>photographs / negatives where the physical condition has deteriorated to such an extent that negatives or photographs cannot be reasonably salvaged and are therefore inaccessible</b>	<b>NOTE:</b> records considered for destruction under this sub-class may only be destroyed after submitting documentary evidence in support of this recommended action to the Chief Archivist and obtaining their confirmation to proceed.		On receipt of confirmation from the Chief Archivist that this sub-class can be applied to the effected records	Destroy	As soon as practicable
<b>Publications</b>							

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Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
	3.22	Information and records documenting <b>publications produced or commissioned by the University for internal use</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Published and printed material</li> <li>• VC newsletter</li> <li>• Internal presentation programme</li> </ul>		Date of last action	Archive one copy of published / printed material not lodged with Legal Deposit Office	25 years
	3.23	Information and records documenting <b>publications produced or commissioned by the University for external use</b>	Example information and records include: <ul style="list-style-type: none"> <li>• University calendar</li> <li>• Faculty handbooks, undergraduate, postgraduate handbooks</li> <li>• Alumni newsletter</li> </ul>		Date of last action	Archive one copy of published / printed material not lodged with Legal Deposit Office and where a duplicate had value added by University employees (e.g. heavily annotated)	25 years
<b>Sponsorship</b>							
	3.24	Information and records documenting <b>major national or new sponsorships that are precedent setting, contentious or controversial, granted and/or received by the University</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Proposals</li> <li>• Decision-making records</li> <li>• Accountability reports</li> </ul>		Date of last action	Archive	10 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>4. FINANCE AND ACCOUNTING</b>							
This class covers information and records created and used to support financial and accounting processes and activities within the University, from group level to University-wide.							
<b>Routine administration</b>							
	4.1	<b>Routine administrative</b> information and records that support financial management activities	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Records that facilitate / administer the financial and accounting process</li> <li>Low level financial and accounting transactions administration</li> <li>Administrative reporting</li> <li>Financial information requests</li> <li>Routine correspondence</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Financial operations</b>							
	4.2	Information and records that support <b>routine operational financial and accounting activities</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Student fees, refunds, allowances</li> <li>Payroll and transactional payroll information</li> <li>Financial planning, budgeting and reporting that are of a minor nature</li> <li>Financial reports that are summarised elsewhere / transactional and / or processing in nature</li> <li>Financial delegations</li> <li>Reporting e.g. Reconciliation, Journal transactions, monthly</li> <li>Information about travel by University employees that need to be kept for accounting purposes such as travel insurance, final travel plans, payment of travel club memberships (e.g. Koru Club)</li> <li>TEC funding e.g. data sent to TEC for funding compliance</li> <li>Routine financial audits</li> <li>Transactional banking and finance records e.g. general ledger receipts and expenditure</li> <li>Bank statements, instructions to banks, automatic payments, direct debit</li> <li>Voucher receipts and reconciliations</li> <li>Routine taxation information such as GST returns, correspondence on taxation, fringe benefit tax returns, PAYE returns to IRD, yearly reports showing totals for student loans repayments</li> <li>Imprest accounts</li> <li>Routine write-offs</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>Consolidated significant capital asset register see Property and Facilities Management, Class 11</li> <li>Payroll information in personnel files. See Human Resources, Class 7</li> </ul>	Date of last action	Destroy	7 years
	4.3	Information and records documenting <b>investments and other financial assets</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Forward foreign exchange</li> <li>Derivatives—Interest rate swaps</li> <li>Bonds</li> </ul>		Date of last action	Destroy	7 years
<b>Loans and trusts</b>							
	4.4	Information and records relating to the <b>raising of major loans and use of loan funds</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Risk analysis</li> <li>Record of loan negotiation decisions</li> <li>Corporate summary records of loan use</li> <li>External funding application</li> </ul>		Date of last action	Archive	25 years
	4.5	Information and records relating to <b>trust investments</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Trusts investments documentation</li> <li>Documentation of legal entities established by the University through bequests or legal agreements</li> </ul>		Date of last action	Archive	25 years
<b>Procurement and tendering</b>							
	4.6	Information and records documenting <b>successful procurement or tender for major capital projects</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>Requests for proposal</li> <li>Requests for information</li> <li>Tender</li> <li>Successful tender response</li> <li>Tender evaluation</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>Property projects. See Property and Facilities Management, Class 11</li> </ul>	Date of last action	Archive	25 years

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Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
	4.7	Information and records documenting <b>successful procurement or tender for minor capital projects</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Requests for proposal</li> <li>• Requests for information</li> <li>• Tender</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Property projects. See Property and Facilities Management, Class 11</li> </ul>	Date of last action	Destroy	7 years
	4.8	Information and records documenting <b>unsuccessful tenders</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Requests for proposal</li> <li>• Requests for information</li> <li>• Tender</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Property projects. See Property and Facilities Management, Class 11</li> </ul>	Date of last action	Destroy	Until administratively no longer required

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>5. GOVERNANCE AND STRATEGIC MANAGEMENT</b>							
<b>This class covers information and records created and used as part of the activities of governance, that is, information that relates to the top-level decision-making and leads the processes within the University, and how they are carried out.</b>							
<b>Routine administration</b>							
	5.1	<b>Routine administrative</b> information and records that support governance activities, meetings and the administration of meetings	Example information and records include: <ul style="list-style-type: none"> <li>• Records that facilitate / administer governance processes</li> <li>• Administrative reporting</li> <li>• Routine correspondence</li> <li>• Low-level meeting facilitation information</li> <li>• Routine and non-substantial correspondence</li> <li>• Reference and information-only records such as meeting notifications / invitations and acceptances</li> <li>• Travel arrangements (non-financial records)</li> <li>• Secretarial administration</li> <li>• Venue and catering arrangements</li> <li>• Security arrangements</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Committees and working parties</b>							
	5.2	Information and records of <b>committees and working parties that are of a minor nature</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Sub-committees, ad hoc committees and/or working parties, staff meetings etc.</li> <li>• Agendas</li> <li>• Minutes</li> <li>• Membership Lists</li> <li>• Reports and decisions</li> </ul>		Date of last action	Destroy	2 years
	5.3	Information and records of <b>committees and working parties that are of an operational nature</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Agendas</li> <li>• Minutes</li> <li>• Membership Lists</li> <li>• Reports and decisions</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Council, committees that report to Council, or Committees formed for strategic purposes</li> </ul>	Date of last action	Destroy	7 years
<b>Corporate identity / brand</b>							
	5.4	Information and records that cover the <b>development of the University's identity, brand and image</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Development and protection of name, coat of arms, crest, motto, logo or seal of the university</li> <li>• Development and approval</li> <li>• Rationale for decisions made</li> <li>• Intellectual property</li> <li>• Trademarks</li> </ul>		Date of last action	Archive	25 years
	5.5	Information and records that cover <b>significant corporate objects</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Key University objects relating to corporate identification and recognition, authorisation, approval and guarantee of authenticity, creation of significant documents</li> <li>• Coat of arms cast</li> <li>• Logo prints blocks</li> <li>• Common seal of the University</li> <li>• Engraved plates</li> </ul>		Date of last action	Archive	25 years
<b>Elections and appointments</b>							
	5.6	Information and records relating to the <b>conduct of Council election and appointments</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Rolls of individuals eligible to vote</li> <li>• Advertising</li> <li>• Balloting</li> <li>• Nominations</li> <li>• Notices</li> <li>• Papers</li> <li>• Results</li> <li>• Scrutineers</li> <li>• Tally sheets</li> </ul>		After declaration of election result or appointment	Destroy	3 months

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>Governance of trusts and company's</b>							
	5.7	Information and records of <b>trust or companies that are more than 50% owned by the University</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Certificate of incorporation</li> <li>• Certificate to commence business</li> <li>• Constitution of the institution or company</li> <li>• Trust deeds</li> <li>• Seal book</li> <li>• Register of directors and secretaries</li> <li>• Register of directors' shareholdings and share dealings (part of the Interests Register)</li> <li>• Interests register</li> <li>• Board minutes / Board committee minutes</li> <li>• Resolutions of Board and Board Committees</li> <li>• Memoranda and articles of association</li> <li>• Annual report and accounts (signed copy)</li> <li>• Directors certificates</li> <li>• Regulation 17 certificates authorising the distribution of advertisements for securities</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Trust investment records. See Finance and Accounting, Class 4</li> <li>• Information or records of trusts or company's not covered by the Public Records Act e.g.. that are not more than 50% owned by the University</li> </ul>	When company ceases to exist	Archive	10 years
<b>Planning (strategic and operational)</b>							
	5.8	Information and records reflecting <b>substantial employee input to the formation of university decisions and plans</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Input provided through employee networks and other similar empowering initiatives</li> <li>• Meeting minutes</li> <li>• Consolidated submissions and input into university plan development</li> <li>• Internal consultation on development of the University strategic plan</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Individual submissions. See Audit, Quality and Risk Management, Class 1</li> </ul>	Date of last action	Destroy	7 years
	5.9	Information and records documenting <b>School / Faculty / College / Institute / Central Service Units / Departmental operational plans and reports</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Annual plans and reviews</li> <li>• Administrative plans and reports</li> <li>• Service plans and reports</li> <li>• Performance reports</li> <li>• Other occasional and ad hoc reports</li> </ul>		Date of last action	Destroy	7 years
<b>Policies and procedures</b>							
	5.10	Information and records relating to the <b>development and maintenance of policies and procedures</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• University-wide and School / Faculty level</li> <li>• Drafts / working papers</li> <li>• Input received / review documentation</li> </ul>		Date of last action	Destroy	2 years

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Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>Strategic project management</b>							
	5.11	Information and records relating to <b>minor projects that enter use the strategic project framework, are enterprise wide, or require significant additional funding</b>	<p>Covers Project Management of minor projects that do not have a significant effect on the University as a whole not otherwise covered in this disposal authority</p> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Business case</li> <li>• Project progress reports</li> <li>• Monitoring</li> <li>• Vendor documents</li> <li>• Project documents</li> <li>• Benefits analysis</li> <li>• Post project review and evaluation</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Legal agreements. See Legal, Class 9</li> <li>• Projects relating to property. See Property and Facilities Management, Class 11</li> <li>• Tendering documentation. See Finance and Accounting, Class 4</li> </ul>	Date of last action	Destroy	7 years
	5.12	Information and records relating to <b>major projects that either use the strategic project framework, are enterprise wide, or require significant additional funding</b>	<p>Covers Project Management of major projects not otherwise covered in this disposal authority such as University projects involving large capital expenditure, that result in significant changes to University policies, procedures, strategy, risk and compliance</p> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Business case</li> <li>• Project progress reports</li> <li>• Monitoring</li> <li>• Vendor documents</li> <li>• Project documents</li> <li>• Benefits analysis</li> <li>• Post project review and evaluation</li> <li>• Analysis and monitoring for financial reporting</li> <li>• Change management strategy</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Legal agreements. See Legal, Class 9</li> <li>• Projects relating to property. See Property and Facilities Management, Class 11</li> <li>• Tendering documentation. See Finance and Accounting, Class 4</li> </ul>	Date of last action	Archive	10 years
<b>Treaty relationships</b>							
	5.13	Information and records that document <b>University compliance and dealings under the Treaty of Waitangi/Te Tiriti o Waitangi, and relationships with Māori</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Significant / high-level records that cover significant University compliance and dealings under the Treaty, and relationships with Māori.</li> <li>• Māori input into University planning and policy (e.g. University Māori consultative / advisory group)</li> <li>• Liaison with iwi and other Māori groups/bodies, records of substantial meetings and discussions</li> <li>• significant service contracts with Māori</li> <li>• Māori development funding and initiative programmes</li> </ul>		Date of last action	Archive	10 years
<b>University Council and strategic committees</b>							
	5.14	Information and records that <b>facilitate Council and strategic committee meetings</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Reimbursement</li> <li>• Travel etc. of members</li> </ul>		Date of last action	Destroy	7 years
	5.15	Information and records of <b>minor correspondence and invitations to the Chancellor and Council members</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Administrative / facilitative correspondence to / from members</li> </ul>		Date of last action	Destroy	2 years
	5.16	Information and records of <b>major correspondence and invitations to the Chancellor and Council members</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Correspondence to / from Council and/or Committee about significant / far-reaching corporate / service issues</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Correspondence attached to official record of meetings</li> </ul>	Date of last action	Archive	10 years



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Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
	5.17	Information and records that provide an <b>official record of all Council and strategic committee meetings</b>	Includes board of governors, Council, academic board, professorial boards of university, senior management, Senate and their sub-committees for the University and Predecessor agencies  Example information and records include: • Agendas • Signed / approved minutes • Matters arising • Associated reports and other documentation		Date of last action	Archive	10 years
	5.18	Information and records of <b>minor reports, reviews etc. presented to Council/Committees</b>	Example information and records include: • Reports about areas that have a short term impact / low influence on University strategies and plans, policies and procedures or services and have low compliance / business ramifications • Final report • Monthly staffing report		Date of last action	Destroy	7 years
	5.19	Information and records of <b>major reports, reviews etc. presented to Council/Committees</b>	Example information and records include: • Reports, reviews etc. to / from Council/Committee about areas of significant impact and / or influence on key University strategies and plans, policies and procedures and services, and / or have significant compliance / business ramifications. e.g. reports from special inquiries • Final report • Academic portfolio profile (by year)	Does not include: • Reports attached to official record of meetings	Date of last action	Archive	10 years
<b>Vice-Chancellors correspondence</b>							
	5.20	Information and records relating to correspondence created by and received from the Vice-Chancellor's Office where not otherwise covered by this disposal authority	Example information and records include: • Correspondence created and received		Date of last action	Destroy	7 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>6. HEALTH and SAFETY and WELFARE</b>							
<b>This class covers information and records created and used to support activities relates to health and safety and welfare at the University</b>							
<b>Routine administration</b>							
	6.1	<b>Routine administrative</b> information and records that support managing, monitoring and recording occupational health issues	Example information and records include: <ul style="list-style-type: none"> <li>• Minor correspondence</li> <li>• Reference and information-only records</li> <li>• Low level facilitation</li> <li>• Travel arrangements, meeting establishment</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Routine ACC service contracts. See Legal, Class 9</li> <li>• Planning and Strategy and Policies. See Governance and Strategic Management, Class 5</li> </ul>	Date of last action	Destroy	Until administratively no longer required
<b>Field trips</b>							
	6.2	Information and records documenting the <b>health and safety aspects of field trips</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Attendance records</li> <li>• Briefing notes</li> <li>• Signed participant forms</li> <li>• Risk evaluations, preventive and safety measures</li> </ul>		Date of last action	Destroy	2 years
<b>Hazard management</b>							
	6.3	Information and records documenting the <b>presence, installation, use, neutralisation and / or disposal of hazardous substances on property, premises, facilities and land owned or rented / leased by the University</b>	Hazardous substances include substances as identified in the Hazardous Substances and New Organisms Act 1996 that are: <ul style="list-style-type: none"> <li>• Explosive</li> <li>• Flammable</li> <li>• Oxidising</li> <li>• Toxic</li> <li>• Corrosive</li> <li>• Eco toxic (including asbestos, genetically modified organisms, toxic waste)</li> </ul> Example information and records include: <ul style="list-style-type: none"> <li>• Locations</li> <li>• Nature of the hazardous substances</li> <li>• Risk evaluations, preventive and safety measures</li> <li>• Disposal / neutralisation measures</li> <li>• Asbestos register</li> <li>• Inventory</li> </ul>		Date of last action	Archive	10 years
	6.4	Information and records documenting the <b>presence, installation, use, neutralisation and / or disposal of dangerous substances on property, premises, facilities and land owned or rented / leased by the University</b>	Dangerous substances include substances as identified in the Hazardous Substances and New Organisms Act 1996 that are: <ul style="list-style-type: none"> <li>• Defined as a biohazard</li> <li>• Dangerous chemicals</li> <li>• Controlled drugs</li> </ul> Example information and records include: <ul style="list-style-type: none"> <li>• Registers</li> <li>• Inventories</li> <li>• Locations</li> <li>• Nature of the hazardous substances</li> <li>• Risk evaluations, preventive and safety measures</li> <li>• Disposal / neutralisation measures</li> <li>• Records of transfer to another institution or licensee</li> </ul>		Date of last action	Destroy	10 years
	6.5	Information and records documenting the <b>presence of-infectious material</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Registers</li> <li>• Procedures</li> <li>• Maintenance and repair work</li> <li>• Incident and accident investigation records</li> </ul>		Date of last action	Destroy	10 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
	6.6	Information and records documenting the <b>presence and management of radioactive materials</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Receipts</li> <li>• Procedures</li> <li>• Inventories</li> <li>• Receipts and inventories</li> <li>• Written local rules for the safe use of material</li> <li>• Incident and accident investigation records</li> <li>• Written emergency procedures</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Health monitoring</li> </ul>	Date of last action	Destroy	10 years
	6.7	Information and records documenting the <b>use of X-ray analytical equipment</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Registers</li> <li>• Procedures</li> <li>• Maintenance and repair work</li> <li>• Written local rules for the safe operation of equipment</li> <li>• Incident and accident investigation records</li> <li>• Written emergency procedures</li> </ul>		Date of last action	Destroy	10 years
<b>Health and safety and welfare</b>							
	6.8	Information and records outlining <b>occupational health and safety issues in a separate employee file that contains information summarised or reported elsewhere or records of staff who worked in facilities maintenance, construction, engineering workshops, or with asbestos</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Accident compensation claims / returns</li> <li>• Incident, accident reporting</li> <li>• Employee health information</li> <li>• Employee health monitoring</li> <li>• Employee exposure monitoring</li> <li>• Asbestos monitoring</li> </ul>		After date of last employment or as required by individual agreements with ACC	Destroy	40 years
	6.9	Information and records documenting <b>accident and incident reporting for staff who do not work in facilities maintenance, construction, engineering workshops, or with asbestos</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Notification</li> <li>• Description of event</li> <li>• Investigation</li> </ul>		Date of last action	Destroy	7 years or such period contractually agreed with ACC, whichever is longer.
<b>Laboratory management</b>							
	6.10	Information and records relating to the <b>approval of the laboratory and containment facilities by oversight bodies (e.g. Ministry of Primary Industries)</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Approval documentation</li> </ul>		Date of last action	Destroy	7 years
	6.11	Information and records relating to the <b>use and management of laboratory equipment</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Autoclave boiler safety records</li> <li>• Biohazard hood records including compliance certificates</li> </ul>		Date of last action	Destroy	7 years

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Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>Planning and training</b>							
	6.12	Information and records that support activities involved in <b>developing plans and strategy</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Requirements, undertaking research, consulting</li> <li>• Drafts and working papers</li> <li>• Safety-in-design material</li> </ul>		Date of last action	Destroy	Until administratively no longer required
	6.13	Information and records relating to the <b>education, training and raising awareness on health and safety matters to staff and students</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Campaigns</li> <li>• Departmental Training</li> <li>• Induction, staff orientation</li> <li>• Training programme development</li> <li>• Laboratory training records</li> <li>• Health and safety representatives training</li> <li>• Training records</li> <li>• Attendance register</li> </ul>		Date of last action	Destroy	7 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>7. HUMAN RESOURCES</b>							
<b>This class covers information and records created and used to support human resources and personnel management processes and activities within the University, from group level to University-wide.</b>							
<b>Routine administration</b>							
	7.1	Information and records documenting routine human resources <b>administration and operations, transactions, processes, procedures etc.</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Low level human resources administration and reporting</li> <li>• Routine employment related information requests</li> <li>• Routine correspondence</li> <li>• Employee departure administration (e.g. exit interviews)</li> <li>• Incomplete forms</li> <li>• Minor and routine employment relations matters</li> <li>• Routine recruitment records (advertisements, interview panel requests, interview notes)</li> <li>• Unsuccessful applicant data</li> <li>• Routine human resources returns to external organisations</li> <li>• Administrative records that facilitate travel for university employees that do not need to be kept for accounting purposes (such as travel applications, initial and facilitative correspondence and requests for information with / from travel agents, hotels, travel) clubs etc.</li> <li>• Day to day discussions with Unions on administrative issues</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Privacy and or Official Information Act requests. See Engagement and Communications, Class 3</li> </ul>	Date of last action	Destroy	Until administratively no longer required
<b>Human resources and personnel operations</b>							
	7.2	Information and records that support <b>routine operational human resource and personnel management activities</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Employer assistance to employee groups, e.g. employee social club, employee sports teams etc.</li> <li>• Attendance and leave management</li> <li>• Routine recruitment e.g. position justifications, job evaluation, contract templates, job evaluation</li> <li>• Desk files</li> <li>• Records that relate to the employment, establishment of positions, organisational and staffing structures that are not covered by other classes (including the records of staff where there is no remuneration received)</li> <li>• Routine records of University administered superannuation/retirement schemes</li> <li>• Administration of accommodation and housing assistance</li> <li>• Minor negotiations, and discussions with unions</li> <li>• Staff training programmes/training needs analysis</li> <li>• Organisation culture programme implementation plans</li> <li>• Employee performance management</li> <li>• Case files for misconduct, grievances, disputes and dismissals</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Information placed in personnel files</li> <li>• Student attendance records</li> </ul>	Date of last action	Destroy	7 years
<b>Associations</b>							
	7.3	Information and records relating to <b>non-financial aspects of associations to which employees belong</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Information from organisations</li> <li>• Correspondence arranging membership</li> <li>• Union / employment relations education leave entitlements</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Information placed in personnel files</li> </ul>	Date of last action	Destroy	2 years
<b>Awards and honours (employees)</b>							
	7.4	Information and records documenting <b>staff awards</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Register of staff award schemes and award recipients</li> <li>• Teacher awards</li> <li>• Staff excellence</li> <li>• Research excellence</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Information placed in personnel files</li> <li>• Records of the awarding Committee</li> </ul>	Date of last action	Destroy	Until administratively no longer required

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>Grievances, disputes and dismissals</b>							
	7.5	Information and records related to <b>preliminary/fact-finding investigations of misconduct that were not proceeded with and disciplinary matters where a staff member is found not to have committed a breach</b> (e.g. the allegations have been found to be false, vexatious or misconceived or could not be proved)	This includes unsubstantiated allegations.  Example information and records include: • Advice of allegation and response	Does not include: • Individual case files, see sub-class 7.2	Date of last action	Destroy	3 months
	7.6	Information and records documenting the <b>investigations and the outcome of personnel misconduct cases</b>	Example information and records include: • Warning letter placed on a personnel file for a specified period • Reports • Investigations/appeals records • Signed statements	Does not include: • Individual case files, see sub-class 7.2	Date of last action	Destroy	7 years or such period as individually agreed with the staff member, whichever is shorter
<b>Industrial relations</b>							
	7.7	Information and records documenting <b>significant negotiations, discussions and disputes with unions including but not limited to Tertiary Education Union</b>	Example information and records include: • Minutes of meetings • Significant correspondence • Final, signed collective agreement • Pay and condition negotiations • Industrial action notices such as strike action, stop works, lockouts	Does not include: • Information and records relating to the development and negotiation of individual agreements which will be on the personnel file of the particular staff member	Date of last action	Archive	15 years
<b>Performance management and employee assessments</b>							
	7.8	Information and records of the <b>planning and evaluation of employee performance not placed on personnel files</b>	Example information and records include: • Employee performance plans • Performance appraisal forms • Employee performance agreements • Assessment interviews • Performance review reports • Judgments/decisions after performance reviews • Administration of performance management system	Does not include: • Information placed in personnel files	Date of last employment	Destroy	7 years
	7.9	Information and records documenting the <b>formal processes run to promote academics to a higher position</b> e.g. to Senior Lecturer, Associate Professor, Professor	Example information and records include: • Reference checks • Portfolio • Application	Does not include: • Performance management for academic staff members • Information placed on individual personal files	Completion of reconsideration period or appeal process whichever is longer	Destroy	2 years
<b>Personnel files</b>							
	7.10	<b>Personnel files of employees killed or seriously injured while on duty</b>	Example information and records include: • Records of employees who in the course of their duties are killed or receive injuries that result in permanent disability or serious injury.		Date of last action	Archive	10 years
<b>Vetting</b>							
	7.11	Information and records relating to the <b>vetting of potential staff</b>	Example information and records include: • Vetting		Date of last action	Destroy	1 year

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>8. INFORMATION MANAGEMENT, INFORMATION TECHNOLOGY SYSTEMS AND SERVICES</b>							
<b>This class covers information and records created and used as part of the activities relating to the creation, monitoring, maintenance, administration etc. of information technology and information management systems and services</b>							
<b>Routine administration and operations</b>							
	8.1	<b>Routine administrative</b> information and routine operational records that support information management, technology systems and services activities	Example information and records include: <ul style="list-style-type: none"> <li>• Day to day management of electronic storage</li> <li>• Database management</li> <li>• Administration of duplication, reproduction and copying services</li> <li>• Request and allocation of equipment and services</li> <li>• Test scripts, fixes, action reports</li> <li>• Routine operational domain name registration</li> <li>• Knowledge base articles</li> <li>• Unsuccessful requests for proposals (RFP)</li> <li>• Non-user generated files</li> <li>• Incomplete forms</li> <li>• Development and test sites</li> <li>• Hacking reports</li> <li>• Mail, courier and distribution</li> <li>• Lecture recording setup</li> <li>• Routine copying of material as part of the day-to-day library/archives service</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Business intelligence</b>							
	8.2	Information and records documenting <b>business intelligence and analytic activities</b> that are not pursued and result in no further treatment or action	Example information and records include: <ul style="list-style-type: none"> <li>• Anonymised reports</li> <li>• Summary reports</li> <li>• Raw data, processed datasets, finalised dataset</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Data held in the source systems or data warehouse</li> </ul>	Date of last action	Destroy	Until administratively no longer required
	8.3	Information and records documenting <b>business intelligence and analytic activities</b> that are pursued and result in further treatment or action	Example information and records include: <ul style="list-style-type: none"> <li>• Anonymised reports</li> <li>• Summary reports</li> <li>• Raw data, processed datasets, finalised dataset</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Data held in the source systems or data warehouse</li> </ul>	Date of last action	Destroy	7 years
<b>Copyright management</b>							
	8.4	Information and records documenting <b>successful requests for material owned or used by the University</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Requests by external organisations for permission to reproduce either published or unpublished material in which the University owns copyright</li> <li>• Successful requests to reproduce published material held under copyright by another organisation or individual</li> <li>• Signed licence agreements and the interpretation of the Copyright Act to enable specific uses of material</li> </ul>		Date of last action	Destroy	50 years
	8.5	Information and records documenting <b>unsuccessful requests for material owned or used by the University</b>			Date of last action	Destroy	2 years
	8.6	Information and records documenting use of or infringements of copyright by the University, or of the University's copyright	Example information and records include: <ul style="list-style-type: none"> <li>• Infringements or breaches of the University's copyright which do not proceed to litigation. Includes investigations, notifications of breaches, negotiations and takedown notices.</li> </ul>		Date of last action	Destroy	7 years
	8.7	Information and records documenting <b>licence negotiations and returns to rights owners or agents</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Annual returns to rights holders or agents (e.g. CLL)</li> <li>• Transactional licence agreements</li> <li>• Licensing of photos or images for use on webpages and brochures</li> </ul>		Date of last action	Destroy	7 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>Information governance</b>							
	8.8	Information and records that show the <b>frameworks, accountabilities and strategic management of enterprise wide data governance</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Enterprise architecture framework</li> <li>• Information asset register</li> <li>• Data custodianship</li> <li>• Data security classification framework</li> <li>• Information security architecture</li> <li>• Identity and access management framework</li> <li>• Business intelligence strategies</li> <li>• KPIs and metrics frameworks</li> </ul>		After framework has been superseded	Destroy	10 years
	8.9	Information and records associated with <b>creating, maintaining and evaluating control mechanisms for systems</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Classification systems</li> <li>• Compliance systems</li> <li>• File structure lists</li> <li>• Data dictionary, (e.g. entity relationship and data flow diagrams)</li> <li>• Data structure (e.g. files, trees, tables)</li> <li>• Schema (e.g. file classification schemes)</li> <li>• In-house systems development and customisation (e.g. information software development)</li> <li>• Information architecture</li> <li>• Thesaurus</li> <li>• Registers</li> <li>• Identity management</li> </ul>	• Does not apply to the records that are managed WITHIN information systems. When a system becomes defunct, all electronic records must be migrated to another system or remain accessible in the defunct system for the retention period that is appropriate for the type of records within the system.	After system is decommissioned and all records contained in the system are either migrated to another system or have been legally destroyed or transferred in accordance with this schedule	Destroy	When administratively no longer required
<b>Internet / intranet management</b>							
	8.10	Information and records that are <b>summarised or of significance detailing the development and design of University sites, as well as significant site updates.</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Records or projects relating to major redesign of web sites</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Actual online websites and webpages</li> </ul>	Date of last action	Archive	10 years
<b>IT Infrastructure management</b>							
	8.11	Information and records relating to the <b>establishing and management of IT technical and storage infrastructure</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Enterprise infrastructure and storage hardware e.g. Data Centre, tape, disk and cloud storage, data migration</li> </ul>		Date of last action	Destroy	7 years
	8.12	Information and records documenting <b>management of IT devices bought or leased by the University</b>	Example information and records include: <ul style="list-style-type: none"> <li>• IT device documentation (including lecture room ITC equipment)</li> <li>• Replacement documentation</li> <li>• Mobile phones and tablets</li> <li>• Rollout planning</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Contract for purchase or lease. See Legal, Class 9</li> </ul>	Date of last action	Destroy	2 years
<b>Library and information services</b>							
	8.13	Information and records relating to the <b>operation of library and information services to students, staff and alumni</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Enquiries</li> <li>• Indices and catalogues</li> <li>• Interloan services</li> <li>• Public Catalogues</li> <li>• Reference services</li> <li>• Academic liaison and teaching</li> <li>• Deposit of material into research repository</li> </ul>		Date of last action	Destroy	Until no longer administratively required
	8.14	Information and records documenting the <b>loan transactions of items from the University's and other repositories collections</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Interloan services</li> <li>• Circulation history</li> <li>• Return or retrieval of items from other repositories</li> </ul>		Date of last action	Destroy	Until no longer administratively required
	8.15	Information and records documenting <b>library release authorisation forms for PhD theses</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Approved embargo form</li> <li>• Embargoed thesis management (access)</li> </ul>		Completion of the embargo	Destroy	2 years
<b>Records disposal decisions</b>							



New Zealand Universities Disposal Schedule

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
	8.16	Information and records detailing ultimate <b>disposal decisions for University records (both paper-based and electronic)</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Registers</li> <li>• Transit cards that contain disposal decisions</li> <li>• In-house disposal decisions and schedules</li> <li>• Annotated and electronic lists of records destroyed.</li> </ul>	NOTE: Some records covered by this section may also fall under Information Management Systems and Services: Control and Location Indices/Guides. For example, registers and indices giving disposal details.	Date of last action	Destroy	75 years
<b>Software management</b>							
	8.17	Information and records relating to the <b>subscription and renewal of software licenses</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Cloud based systems</li> <li>• Licence fee documentation</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Licence control systems / asset management system</li> </ul>	After licence has expired	Destroy	7 years
<b>System development / establishment</b>							
	8.18	Information and records that describe the <b>facilitation of in-house or off the shelf system development</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Emails arranging meetings</li> <li>• Correspondence discussing request for proposal (RFP) responses</li> <li>• Employee feedback etc.</li> <li>• Project Management</li> </ul>		Date of last action	Destroy	2 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>System implementation, management and maintenance</b>							
	8.19	Information and records that document the process of <b>installing a new system, including services delivered by external providers including cloud-based systems</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Installation planning</li> <li>• Solutions architecture and integrated design</li> </ul>		Date of last action	Destroy	7 years
	8.20	Information and records relating to the <b>maintenance and upkeep of information systems</b>	Example information and records include: <ul style="list-style-type: none"> <li>• System logs</li> <li>• Patch logs</li> <li>• Minor change requests</li> </ul>	<ul style="list-style-type: none"> <li>• Does not apply to the records that are managed WITHIN information systems. When a system becomes defunct, all electronic records must be migrated to another system or remain accessible in the defunct system for the retention period that is appropriate for the type of records within the system.</li> </ul>	Date of last action	Destroy	2 years
	8.21	Information and records relating to <b>IT security</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Response planning for cyber-security attack</li> <li>• Incident management and response</li> <li>• User access logs</li> <li>• User provisioning records</li> </ul>		Date of last action	Destroy	7 years
<b>User guides and training manuals</b>							
	8.22	Information and records documenting <b>user guides and training material for external and "off the shelf" systems</b>	Example information and records include: <ul style="list-style-type: none"> <li>• User guides and/or training manuals for externally developed software, hardware, programmes, systems etc.</li> </ul>	NOTE: If user guides refer to University-developed software for which deletion will result in the eradication of data / metadata, the guide along with the original version (and data) must be kept until the data is legally allowed to be destroyed under the recommendations of this schedule	After system is decommissioned and no longer required for reference purposes. e.g.. for the life of the system plus any archived documents / programmes	Destroy	Until no longer administratively required

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>9. LEGAL</b>							
This class covers information and records created and used as part of the legal activities and processes by / for the University such as legal monitoring of issues and incidences that have impact on University business and maintenance of legal agreements, contract management etc.							
<b>Routine administration</b>							
	9.1	Information and records outlining the <b>administration and facilitation of legal processes and functions</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Contract templates</li> <li>• Administration and routine correspondence</li> <li>• Background information for contract or agreement negotiation</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Administration of human resources contracts relating to employees. See Human Resources, Class 7</li> </ul>	Date of last action	Destroy	Until administratively no longer required
<b>Certificates of title and ownership</b>							
	9.2	Information and records documenting <b>deeds / certificates of title and ownership</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Certificates and other documents of title</li> </ul>		After sale or other disposal of property	Destroy	10 years
<b>Contract negotiation and agreements</b>							
	9.3	Information and records outlining the <b>negotiations, facilitation, development of minor contracts</b>	<p>Minor contracts are low-level / routine contracts and agreements that are those that have low financial value and face minimal compliance / risk management issues such as low-level negotiations and partnership proposals.</p> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Correspondence between parties</li> <li>• Final signed agreement</li> <li>• Contract variations</li> <li>• Development of IT maintenance agreements</li> <li>• Minor / routine outsourcing contract documentation</li> <li>• Routine ACC service contracts</li> <li>• Summary documentation of provider contracts</li> <li>• Routine contracts and specifications for supply, purchase, services, rentals</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Administration of human resources contracts relating to employees. See Human Resources, Class 7</li> <li>• Insurance agreements or claim management. See Audit, Quality and Risk Management, Class 1</li> </ul>	After all conditions of the contract have been met and administratively no longer required for reference or legal purposes	Destroy	7 years
	9.4	Information and records outlining the <b>negotiations, facilitation, development of major contracts</b>	<p>Major contracts are high level corporate / governance contracts and agreements, contracts that use a significant amount of funding and/or have high levels of associated compliance / risk management. Example information and records include:</p> <ul style="list-style-type: none"> <li>• Correspondence between parties</li> <li>• Negotiation documents</li> <li>• Final contract / agreement</li> <li>• Contract with TEC for targeted delivery of programmes</li> <li>• Original purchase or disposal contract for significant capital assets</li> <li>• Successful partnership agreements with significant business partners or service agreements with service providers that involve significant resourcing</li> <li>• International consortia agreements</li> <li>• Funding agreements</li> <li>• Land purchase agreements</li> <li>• Agreements with Iwi</li> </ul>		After all conditions of the contract have been met and administratively no longer required for reference or legal purposes	Archive	15 years
<b>Lease agreements</b>							
	9.5	Information and records documenting <b>lease agreements</b>	<p>Lease agreements may include:</p> <ul style="list-style-type: none"> <li>• Leasing agreements and contracts on significant capital items</li> <li>• Lease and rental agreements on tenanted University properties and properties leased by the University</li> </ul> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Signed lease and rental agreements and revisions</li> </ul>		After lease terminated / expired	Destroy	12 years

New Zealand Universities Disposal Schedule

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>Legal action, litigation, claims and disputes involving the University</b>							
	9.6	Information and records of <b>minor legal action directly involving the University that are not held in the court or some other judicial body's records</b>	<p>Legal action may include:</p> <ul style="list-style-type: none"> <li>• Court cases</li> <li>• Dispute and mediation hearings</li> </ul> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Legal advice</li> <li>• Background summaries</li> <li>• Negotiation before formal action</li> <li>• Briefings and instructions to lawyers</li> <li>• Out-of-court settlements</li> <li>• University-annotated copies of court records</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Employee grievances, disputes and dismissals. See Human Resources, Class 7</li> </ul>	Date of last action and administratively no longer required for reference purposes	Destroy	10 years
	9.7	Information and records of <b>significant legal action directly involving the University that are not held in the court or some other judicial body's records</b>	<p>Legal action may include:</p> <ul style="list-style-type: none"> <li>• Court cases</li> <li>• Dispute and mediation hearings</li> </ul> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Reports</li> <li>• Briefs</li> <li>• Reviews or similar research</li> <li>• Legal advice</li> <li>• Background summaries</li> <li>• Negotiation before formal action</li> <li>• Briefings and instructions to lawyers</li> <li>• Out-of-court settlements</li> <li>• University-annotated copies of court records</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Employee grievances, disputes and dismissals. See Human Resources, Class 7</li> </ul>	Date of last action and administratively no longer required for reference purposes	Archive	10 years
<b>Legislation</b>							
	9.8	Information and records of University <b>submissions on legislation, regulations or local body by-laws that will have little or no impact on the University's functions, or activities</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Submissions that do not recommend legislative changes or amendments</li> </ul>		Date of last action	Destroy	2 years

New Zealand Universities Disposal Schedule

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>Property access and concession rights</b>							
	9.9	Information and records of <b>agreements granted by or to the University that give fixed-term property access and concession rights</b>	<p>Property access and concession rights may include:</p> <ul style="list-style-type: none"> <li>• Rights of way</li> <li>• Easements</li> <li>• Concessions</li> <li>• Land encroachments</li> <li>• Irrigation agreements</li> </ul> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Associated documents (e.g. plans, diagrams)</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Lease agreements.</li> </ul>	After expiry of the agreement	Destroy	2 years
	9.10	Information and records of <b>agreements granted by or to the University that give in perpetuity property access and concession rights</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Rights of way</li> <li>• Easements</li> <li>• Concessions</li> <li>• Land encroachments</li> <li>• Irrigation agreements</li> </ul> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Associated documents (e.g. plans, diagrams)</li> <li>• Covenants</li> </ul>		After sale or other disposal of property	Destroy	7 years
<b>Statutory and regulatory instruments</b>							
	9.11	Information and records documenting <b>statutory and regulatory instruments</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Firearm authorisation forms and approval</li> <li>• Liquor licensing</li> <li>• Drone regulations</li> </ul>		Date of last action	Destroy	7 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>10. MANAGEMENT OF ACADEMIC PROGRAMMES</b>							
<b>This class covers information and records created and used to support the management of courses of study. Note: This excludes teaching notes as they are not covered by the Public Records Act.</b>							
<b>Routine administration</b>							
	10.1	Routine administrative information and records that support academic programme management activities	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Programme or course proposals that were not approved</li> <li>• Examiner / assessor nomination forms</li> <li>• Invigilator timetables</li> <li>• Class rolls</li> <li>• Administration for review panels</li> <li>• PhD oral arrangements</li> <li>• Special/alternative arrangements</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Assessment management</b>							
	10.2	Information and records relating to the <b>management of the process relating to examinations and assessment</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Pre-assessment and post-assessment moderation of assessment item</li> <li>• Examiners reports</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Routine administration of the setting up of examinations (e.g. rooms bookings, invigilator timetables)</li> </ul>	Date of last action	Destroy	7 years
	10.3	Information and records relating to the <b>grading/marking of individual assessment components of a subject or course</b> , including requests from students that special consideration be given due to circumstances which affected their performance in an examination or other assessment activity and records of appeals and recounts relating to grades	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Attendance records for courses with grade component for attendance</li> <li>• Internal assessment grades</li> <li>• Correspondence</li> <li>• Aegrotat</li> <li>• Appeals relating to grades</li> <li>• Recount information</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Recording the successful final decision (as this is part of the academic transcript)</li> </ul>	Date of last action	Destroy	7 years
<b>Curriculum development and approval (institutional approval process, from Committee on University Academic Programmes/school/department/discipline to governing body)</b>							
	10.4	Information and records considered to be <b>working papers relating to curriculum development and approval</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Notes</li> <li>• Draft proposals not submitted through the approval process</li> <li>• Feedback on the proposal via the Committee on University Academic Programmes</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Committee records or the master set of approved curricula</li> </ul>	Date of last action	Destroy	Until administratively no longer required
	10.5	Information and records of the <b>approval process</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Agendas</li> <li>• Minutes</li> <li>• Graduating Year Reviews</li> </ul>		Date of last action	Archive	10 years
	10.6	Information and records documenting <b>approved curricula</b>	<p>This includes curricula approved by Committee on University Academic Programmes (CUAP) as well as by Academic Board, Academic Committee, Senate or equivalent</p> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Master set</li> <li>• Course descriptions</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Copies of curricula which were not approved</li> <li>• When the full papers and reports are included in a governance committees records</li> </ul>	Date of last action	Archive	10 years
	10.7	Information and records documenting <b>submissions to the Committee on University Academic Programmes (CUAP) on other University's programme proposals</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Reviewers comments</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Curriculum and programme review</b>							

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
	10.8	Information and records relating to <b>minor reviews of the curricula and programmes, including working papers</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Committee records</li> <li>• Reference/advisory/industry groups correspondence</li> <li>• Notes</li> <li>• Course alteration proposals</li> </ul> <p>Note: summary information of the result of reviews and the final report becomes part of the records of Academic Board / Senate (or equivalent)</p>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• The master set of approved curricula</li> </ul>	Date of last action	Destroy	2 years
	10.9	Information and records relating to <b>major reviews of the curricula and programmes, including working papers</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Committee records</li> <li>• Reference/advisory/industry groups correspondence</li> <li>• Notes</li> <li>• Course alteration proposals</li> </ul> <p>Note: summary information of the result of reviews and the final report becomes part of the records of Academic Board / Senate (or equivalent)</p>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• The master set of approved curricula</li> </ul>	Date of last action	Destroy	10 years
<b>Equity programmes and services</b>							
	10.10	Information and records relating to planning, development, delivery and review of equity programmes (including Māori, Pacific, Disability, LGBTQIA ((lesbian, gay, transgender, queer, intersex, asexual) rainbow, refugees)	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Evaluation material</li> <li>• Programme plan</li> <li>• Reviews</li> </ul> <p>Note: outcomes of any reviews or changes in practices are approved by Academic Board / Senate (or equivalent), Senior Leadership and or Council as appropriate</p>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Records on individual students</li> </ul>	Date of last action	Destroy	10 years
<b>Management of continuing education programmes</b>							
	10.11	Information and records documenting the <b>delivery of professional development, short courses, special interest topics, international and domestic study tours, online open access courses</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Annual programme</li> <li>• Reviews</li> <li>• Programme development</li> <li>• Enrolments and completions</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Credit bearing courses. See Student Administration, Class 15</li> </ul>	Date of last action	Destroy	7 years
<b>Quality and accreditation management</b>							
	10.12	Information and records relating to the <b>assessment of data/feedback on course delivery</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Survey/data collection summary results</li> <li>• Findings of surveys</li> <li>• Reporting, recommendations and action taken</li> <li>• Course evaluations</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Personal information/individual response forms</li> </ul>	Date of last action	Destroy	10 years
	10.13	Information and records relating to the <b>development and monitoring of academic quality</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Self-evaluations,</li> <li>• Teaching and learning plans,</li> <li>• Graduate profiles,</li> <li>• Student retention and completion statistics</li> </ul>		Date of last action	Destroy	10 years
	10.14	Information and records relating to the <b>management of external accreditation</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Accreditation management</li> <li>• Monitoring of accreditation</li> <li>• Reporting to accreditors</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Student work kept as exemplars for the purposes of accreditation</li> </ul>	Expiry of accreditation approval	Destroy	7 years
<b>Student engagement and learning</b>							
	10.15	Information and records created for the purposes of <b>understanding and optimising learning and the environments in which it occurs</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Summary learning analytics reports</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Surveys</li> </ul>	Date of last action	Destroy	7 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>11. PROPERTY AND FACILITIES MANAGEMENT</b>							
<b>This class covers information and records created and used to support the planning, design, construction, maintenance and management of the University's built environment and associated operational services</b>							
<b>Routine administration</b>							
	11.1	Routine administrative information and records that support property and facility management activities	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Routine correspondence</li> <li>• Reporting arrangements</li> <li>• Background to building codes and building warrants of fitness etc.</li> <li>• Interim metrics and dashboards</li> <li>• Security activity logs</li> <li>• Catering arrangements and services</li> <li>• Catering equipment (tables, ovens etc.)</li> <li>• Administration of cafes</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Compliance</b>							
	11.2	Information and records that document <b>major capital assets in consolidated form for legal and compliance requirements including compliance certification</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Consolidated significant Capital Assets register listing buildings</li> <li>• Significant plant and equipment etc.</li> <li>• Code of Compliance</li> <li>• Certificate of Public Use</li> </ul>		Date of last action	Archive	10 years
	11.3	<b>Information and records documenting regulatory compliance</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Consents applied for under the Resource Management Act 1991 (RMA)</li> <li>• Building compliance / certification</li> <li>• Seismic assessment</li> <li>• Heritage building management</li> </ul>	<p>Does not include</p> <ul style="list-style-type: none"> <li>• Code of Compliance</li> <li>• Certificate of Public Use</li> </ul>	After the building has been demolished or sold	Destroy	7 years
<b>Flora/fauna management</b>							
	11.4	Information and records relating to the <b>handling, relocation or disposal of protected flora and fauna under the control of the University</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Animal species registers</li> <li>• Animal surveys</li> <li>• Plant species register</li> <li>• Plant surveys</li> </ul>		Date of last action	Destroy	2 years
<b>Hazardous substances</b>							
	11.5	Information and records documenting the management of <b>hazardous substances</b>	<p>Includes asbestos, toxic waste on property, premises, facilities and land owned or rented / leased by the university.</p> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Locations</li> <li>• Nature of the hazardous substances</li> <li>• Risk evaluations, preventive and safety measures</li> <li>• Disposal / neutralisation measures</li> <li>• Asbestos register</li> </ul>	<p>Does not include:</p> <ul style="list-style-type: none"> <li>• Radioactive material. See Research Management, Class 12</li> </ul>	Date of last action	Archive	10 years
<b>Management of the property portfolio</b>							
	11.6	Information and records documenting <b>minor activities related to the management of property, assets, buildings</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Building registration, naming, numbering</li> <li>• Accommodation moves (e.g. planning and organisation, new building layouts)</li> <li>• Directional signage</li> <li>• Booking rooms and venues (e.g. internal room booking, notifications, setups and forms)</li> <li>• Notification of plant, electrical or reticulation shutdowns</li> <li>• Accommodation moves</li> </ul>		Date of last action	Destroy	2 years



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Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>Security</b>							
	11.7	Information and records of the <b>routine management and administration of security (both physical and electronic) of buildings and facilities</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Issuing of security passes/access cards/keys</li> <li>• Key registers</li> <li>• Guard rosters</li> <li>• Security check rosters and reports</li> <li>• Monitoring access</li> <li>• Monitoring of visitors (e.g. visitors' log, contractors' log)</li> </ul>		Date of last action	Destroy	2 years
	11.8	Information and records of <b>compliance activities associated with the management and administration of security (both physical and electronic) of buildings and facilities</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Installation of security equipment</li> <li>• Security breaches/infringements</li> </ul>		Date of last action	Destroy	7 years
<b>Traffic and vehicle management</b>							
	11.9	Information and records relating to traffic and vehicle management	Example information and records include: <ul style="list-style-type: none"> <li>• Plans for parking spaces</li> <li>• Applications for parking permits</li> <li>• Wheel clamping</li> <li>• Vehicle damage reports</li> <li>• Fleet / vehicle maintenance</li> <li>• Fleet card records</li> <li>• Vehicle running sheets etc.</li> </ul>		Date of last action	Destroy	2 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>12. RESEARCH MANAGEMENT</b>							
<b>This class covers information and records associated with managing and administering research. Note: information and records covering commercialisation activities of research are also included in Class 9 (Legal) and 5 (Governance).</b>							
<b>Routine administration</b>							
	12.1	Information and records relating to the administration activities to support <b>approved research projects</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Applications</li> <li>• Approvals</li> <li>• Project resource allocations</li> <li>• Allocation of ISBN numbers for publications</li> <li>• Correspondence with other research groups, research partners and stakeholders</li> <li>• Project progress reports</li> <li>• Financial reports</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Contracts. See Legal, Class 9</li> </ul>	After project completed	Destroy	7 years
	12.2	Information and records documenting <b>unsuccessful research applications</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Unsuccessful applications</li> <li>• Correspondence concerning applications</li> </ul>		Date of last action	Destroy	2 years
<b>Contestable research funding management</b>							
	12.3	Information and records relating to the administration and management activities to support <b>contestable research funding</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Correspondence with government and or funding agencies</li> <li>• Evidence portfolios</li> <li>• Peer esteem items</li> <li>• Record of the research output</li> <li>• PBRF</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Funding for specific research projects</li> </ul>	Completion of funding round	Destroy	7 years
<b>Controlled Drugs and Restricted Veterinary Medicines</b>							
	12.4	Information and records of the management of controlled drugs and <b>restricted veterinary medicines</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Drug registers</li> <li>• Receipts</li> <li>• Destruction records</li> <li>• Correspondence with Ministry of Health</li> <li>• External audit reports</li> <li>• Licensing</li> <li>• Incidents and resulting investigations</li> <li>• Institutional Drug Administration Orders</li> <li>• Transfer of material to another licensee</li> <li>• Institutional operating plans</li> <li>• Veterinary Operating Instructions</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Neutralisation or destruction</li> </ul>	Date of last action	Destroy	7 years
<b>Ethics management</b>							
	12.5	Information and records documenting <b>assessment of the appropriateness of research on ethical grounds in relation to such areas as human and animal ethics, biosafety and radiation safety</b>	Includes records of Ethics Committee (including agendas and minutes) Example information and records include: <ul style="list-style-type: none"> <li>• Applications</li> <li>• Assessments</li> <li>• Approvals</li> <li>• Draft Consent notices</li> <li>• Complaints and resulting investigations</li> <li>• Project reports</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Ethics Committee where minutes are included in reports to Council or sub-Committees of Council.</li> </ul>	After project completed or as determined by the Ethics Committee	Destroy	20 years
<b>Product management and commercialisation</b>							
	12.6	Information and records relating to the <b>registration of patents and ownership of intellectual property where owned in part or completely by the University</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Registration of patents and ownership of intellectual property</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Copyright (as is automatic)</li> </ul>	Date of last action	Archive	10 years
	12.7	Information and records relating to <b>use of intellectual property of the University</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Licensing</li> <li>• Agreements</li> <li>• Other formal arrangements</li> </ul>		After the conditions of the contract or agreement have been met	Destroy	7 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>Research facility management</b>							
	12.8	Information and records relating to the administration activities to support the use of <b>animals in research and teaching and learning</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Licence applications</li> <li>• Breeding management documentation</li> <li>• Requests for animals</li> <li>• Veterinary treatment/prescription records</li> <li>• Veterinary patient files</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Ethics approval</li> </ul>	Date of last action	Destroy	7 years
	12.9	Information and records relating to the administration activities to support <b>anatomy and specimen management</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Specimen registers</li> <li>• Acquisition documentation</li> <li>• Storage and management records</li> <li>• Licences to practise anatomy</li> <li>• Disposal records</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Actual specimens or tissue</li> </ul>	Date of last action	Destroy	7 years
	12.10	Information and records relating to the administration and management activities to support <b>bequests of human bodies and human tissue for teaching and research purposes</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Original enquiries</li> <li>• Bequest forms</li> <li>• Bequest register</li> </ul>		Date of last action	Archive	25 years
	12.11	Information and records relating to the administration activities to support <b>laboratories / field stations</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Rosters</li> <li>• Instructions for use of facilities</li> <li>• Consumables requests</li> <li>• Cleaning records</li> <li>• Maintenance rosters/requests</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Records to be retained for health and safety requirements</li> </ul>	Date of last action	Destroy	2 years
<b>Transitional facilities and/or containment facilities (biosecurity)</b>							
	12.12	Information and records relating to <b>uncleared risk goods or new organisms</b> (including genetically modified organisms)	Example information and records include: <ul style="list-style-type: none"> <li>• Registers of material held</li> <li>• Transfer authority forms</li> <li>• Biosecurity authority/clearance certificate forms</li> </ul>		Date of last action	Destroy	7 years
	12.13	Information and records relating to the <b>management of biosecurity facilities</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Correspondence with Ministry of Primary Industries</li> <li>• External audit reports</li> <li>• Internal audit reports</li> <li>• Licensing</li> <li>• Incidents and resulting investigations</li> <li>• CTO approvals</li> <li>• MPI permits</li> <li>• EPA approvals</li> <li>• Quarantine and containment manual</li> <li>• Training Records</li> </ul>		Date of last action	Destroy	7 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>13. RESPONSE TO NATIONALLY SIGNIFICANT EVENTS</b>							
This class covers information and records associated with the University's response to significant events of national importance (e.g. the Canterbury earthquake sequence 2010-2012, and the Christchurch Mosque shootings 2019)							
<b>Routine administration</b>							
	13.1	<b>Routine administrative information and records that support responses to nationally significant events</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Minor correspondence</li> <li>• Address lists</li> <li>• Reference and information-only records</li> <li>• General enquiries from public</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Event response records</b>							
	13.2	Information and records of <b>ad hoc or standing committees relating to event response at both operational and strategic levels</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Significant memoranda</li> <li>• Disaster response plans</li> <li>• Documentation reflecting changes in teaching and learning delivery required in response to disaster</li> </ul>		Date of last action	Archive	10 years
	13.3	Information and records of <b>University interaction with stakeholders, local and central government agencies during event response (e.g. local authorities, Ministry of Education, Tertiary Education Commission, local iwi, health boards and/or disaster recovery/response agencies)</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Memoranda of Understanding</li> <li>• Central government directives</li> <li>• Correspondence, web and social media posts detailing the University's status and response</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Insurance claims management. See Audit, Quality and Risk Management, Class 1</li> </ul>	Date of last action	Archive	10 years
	13.4	Information and records <b>reflecting and documenting the personal connection and experience of University staff, students and stakeholders to the event</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Projects linking University staff/students with the community to remember or rebuild or repurpose resources</li> <li>• Memorial planning</li> <li>• Remembrance books</li> </ul>		Date of last action	Archive	10 years
	13.5	Information and records that are <b>non-recoverable due to disasters or hazardous contamination</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Records irretrievably damaged due to flood/fire</li> <li>• Records unable to be salvaged from damaged storage areas</li> <li>• Records irretrievably damaged due to mould or harmful contamination</li> </ul> <p><b>NOTE:</b> records considered for destruction under this sub-class may only be destroyed after submitting documentary evidence in support of this recommended action to the Chief Archivist and obtaining their confirmation to proceed.</p>		On receipt of confirmation from the Chief Archivist that this sub-class can be applied to the effected records	Destroy	As soon as practicable

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>14. SPECIALIST SERVICES</b>							
<b>This class covers information and records created and used to support specialist services to external University clients</b>							
<b>Routine administration</b>							
	14.1	<b>Routine administrative</b> information and records that support provision of specialist services	Example information and records include: <ul style="list-style-type: none"> <li>• Minor correspondence</li> <li>• Address lists</li> <li>• Reference and information-only records</li> <li>• General enquiries from public</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Client services</b>							
	14.2	Information and records that document <b>advice given to external clients in a professional capacity</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Call logs of the National Poisons Centre</li> <li>• Radiocarbon dating lab requests</li> </ul>		Date of last action	Destroy	10 years
	14.3	Information and records that document <b>patient information/files where members of the public have elected to be treated by students under supervision and/or by specialist university staff</b>  Consistent with Health Information Regulations Consistent with the Health (Retention of Health Information) Regulations 1996.	Includes patient clients e.g. optometry, audiology, podiatry, psychology, nutrition etc. where final year students practice under supervision  Example information and records include: <ul style="list-style-type: none"> <li>• Components of the Patient File include but are not limited to: <ul style="list-style-type: none"> <li>• In-patient/out-patient/consumer/client</li> <li>• Key health information summary</li> <li>• Consents</li> <li>• Correspondence</li> <li>• Assessments</li> <li>• Investigations and results</li> <li>• Diagnoses</li> <li>• Treatment/care/management plans</li> </ul> </li> </ul> <b>NOTE:</b> Implementation of the discharge action must be carried out in accordance with section 25 of the Public Records Act and Archives New Zealand discharge process.	Does not include: <ul style="list-style-type: none"> <li>• Provision of medical services to students. See Student Services, Class 16</li> </ul>	Date of last provision of service	Destroy / Discharge	10 years
	14.4	Information and records that document <b>patient information/files where children under the age of 18 have been treated by students under supervision and/or by specialist university staff following consent from the caregiver</b>  Consistent with the Health (Retention of Health Information) Regulations 1996.	Includes patient clients e.g. optometry, audiology, podiatry, psychology, nutrition etc. where final year students practice under supervision  Example information and records include: <ul style="list-style-type: none"> <li>• Components of the Patient File include but are not limited to: <ul style="list-style-type: none"> <li>• In-patient/out-patient/consumer/client</li> <li>• Key health information summary</li> <li>• Consents</li> <li>• Correspondence</li> <li>• Assessments</li> <li>• Investigations and results</li> <li>• Diagnoses</li> <li>• Treatment/care/management plans</li> </ul> </li> </ul> <b>NOTE:</b> Implementation of the discharge action must be carried out in accordance with section 25 of the Public Records Act and Archives New Zealand discharge process.	Does not include: <ul style="list-style-type: none"> <li>• Provision of medical services to students. See Student Services, Class 16</li> </ul>	Date of last provision of service	Destroy / Discharge	20 years after contact, or the child reaches 25 (whichever is longer) or 10 years after date of death
	14.5	Information and records that document <b>animal patients that have been treated by students and/or by specialist university staff under supervision</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Animal treatment file</li> </ul>		Date of last provision of service	Destroy	7 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>15. STUDENT ADMINISTRATION</b>							
This class covers information and records associated with the administration and management of students. Note: Due to the wide variety of practices relating to what documents are placed on a student file it is not possible to cover these in a single disposal class. To sentence student files it will be necessary to check what records are placed on the file, match those to the relevant disposal classes then apply the longest retention period to the whole file. PLEASE NOTE: that the sub-classes in this class are arranged in the order in which a student typically has interactions with the University.							
<b>Routine administration</b>							
	15.1	<b>Routine administrative</b> information and records that support provision of student administration	Example information and records include: <ul style="list-style-type: none"> <li>• Incomplete forms</li> <li>• Data input forms</li> <li>• Incomplete applications for admission or enrolment</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Student recruitment</b>							
	15.2	Information and records held about a <b>potential student prior to the process of admission</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Biographical information</li> <li>• Programmes / courses interested in</li> </ul>		Date of last action	Destroy	Until administratively no longer required
	15.3	Information and records relating to student recruitment initiatives by the University	Example information and records include: <ul style="list-style-type: none"> <li>• Promotional material</li> <li>• Roadshow arrangements</li> <li>• Documentation about school visits and school partnerships</li> </ul>		Date of last action	Destroy	2 years
<b>Admissions</b>							
	15.4	Information and records that document the <b>development and establishment of admission criteria</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Policy statements</li> </ul>		Date of last action	Archive	25 years
	15.5	Information and records that document <b>applications/offers of admission which are successful and accepted to any course of study offered by the University</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Application forms and supporting documents</li> <li>• Offers of places</li> <li>• Supporting documents</li> <li>• Interviews</li> <li>• Selection tests</li> <li>• Acceptances etc.</li> <li>• Notes made by selection panels reviewing portfolios or performances for the purpose of assessing admission standards (e.g. fine arts, creative writing, music etc.)</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Portfolios or exemplars of work either provided by a student or undertaken for the purposes of assessment for admission e.g. for fine arts, creative writing, music etc.</li> </ul>	Date of last action	Destroy	10 years
	15.6	Information and records that document <b>applications/offers of admission which were unsuccessful or not accepted</b> for any course of study offered by the university	Example information and records include: <ul style="list-style-type: none"> <li>• Application forms and supporting documents</li> <li>• Offers of places</li> <li>• Supporting documents</li> <li>• Interviews</li> <li>• Selection tests</li> <li>• Correspondence</li> <li>• Vetting</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Incomplete forms</li> </ul>	Date of last action	Destroy	1 year
<b>Vetting</b>							
	15.7	Information and records relating to the <b>vetting of students</b> for admission to programmes	Example information and records include: <ul style="list-style-type: none"> <li>• Vetting forms</li> </ul>		Date of last action	Destroy	1 year
<b>Timetabling</b>							
	15.8	Information and records relating to the <b>compilation of timetables including constraints, available rooms, courses and equipment needed by courses</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Booking forms</li> <li>• Published timetables</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Enrolment</b>							
	15.9	Information and records relating to the <b>administrative arrangements for enrolments</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Mail-outs</li> <li>• Routine emails advising of enrolment dates</li> <li>• Administrative documentation for student ID's</li> <li>• Administrative documentation of finance office hours etc.</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Information placed on the student record</li> </ul>	Date of last action	Destroy	Until administratively no longer required

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Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
	15.10	Information and records documenting the <b>enrolment of students into courses or programmes of study</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Enrolment applications</li> <li>• Declarations signed or agreed to by students (for example in which they agree to abide by University Acts, Regulations, by-laws, rules, policies etc.)</li> <li>• Registration Forms</li> <li>• Course Approval Forms</li> <li>• Online enrolment systems</li> <li>• Supporting documentation received as part of verification of student identification</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Incomplete forms</li> </ul>	Date of last action	Destroy	10 years
	15.11	Information and records documenting the <b>provision of student identification usually in the form of student ID cards, including university library cards</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Records relating to the provision of student identification</li> </ul>		Date of last action	Destroy	Until no longer required for reference or administrative purposes
<b>Student record maintenance</b>							
	15.12	Information and records documenting <b>additions/amendments to the student record between the period of enrolment and graduation</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Applications for credit</li> <li>• Applications for concessions</li> <li>• Applications for reassignment</li> <li>• Late deletions</li> <li>• Correspondence</li> <li>• Unsatisfactory progress records</li> <li>• Exclusions</li> <li>• Signed student advice</li> <li>• Thesis candidature</li> <li>• Thesis supervisor reports</li> <li>• Thesis progress reports</li> <li>• Academic advice</li> <li>• Programme progress and audit,</li> <li>• Records about placements undertaken for credit</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Data input forms where the data is immediately entered into the system of record (e.g. forms to add / drop courses where directly entered into the Student Management System)</li> </ul>	Date of last action	Destroy	7 years
	15.13	Information and records documenting <b>student practicums as part of the academic programme</b> where professional bodies require evidence of a practicum as part of registration into that body.	Example information and records include: <ul style="list-style-type: none"> <li>• Practicum records</li> <li>• Practicum reports</li> <li>• Evidence of placement and dates</li> </ul>		Date of last action	Destroy	50 years
	15.14	Information and records documenting <b>student fitness for practice</b> as required by medical registration professional bodies.	Example information and records include: <ul style="list-style-type: none"> <li>• Fitness for practice records</li> </ul>		Date of last action	Destroy	50 years
<b>Employment services</b>							
	15.15	Information and records relating to <b>linking students with employees for industrial/practical work experience</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Records of enquiry</li> <li>• Liaison with prospective employers</li> <li>• Record of work</li> </ul>		Date of last action	Destroy	7 years
<b>Disciplinary matters</b>							
<i>The activities associated with the disciplinary processes involving individual students. This includes both academic (e.g. plagiarism, cheating etc.) and non-academic misconduct (e.g. damage to property, violence etc.) and covers: investigations, charges, formal inquiries.</i>							
	15.16	Information and records related to <b>preliminary/fact-finding investigations</b> of misconduct that were not proceeded with and disciplinary matters where a student is found not to have committed a breach	This includes where the allegations have been found to be false, vexatious or misconceived or could not be proved unsubstantiated allegations.  Example information and records include: <ul style="list-style-type: none"> <li>• Advice of allegation and response</li> <li>• Reports</li> <li>• Investigations</li> <li>• Signed statements</li> </ul>		Date of last action	Destroy	Until administratively no longer required

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
	15.17	Information and records that document <b>disciplinary hearings where a student is found to have committed a breach but minor or no disciplinary action is taken</b> (e.g. caution or reprimand)	Example information and records include: <ul style="list-style-type: none"> <li>• Advice of allegation and response</li> <li>• Reports</li> <li>• Investigations</li> <li>• Signed statements</li> <li>• Inquiry records</li> <li>• Representations</li> <li>• Referrals to external bodies</li> <li>• Records of remedial and/or disciplinary action (including exclusion)</li> <li>• Submissions in relation to disciplinary action</li> </ul>		Date of last action	Destroy	7 years
	15.18	Information and records that document <b>disciplinary hearings where a student is found to have committed a breach and a serious disciplinary action is taken</b>	This includes records concerning investigations, charges, inquiries and punishments and matters that have been referred to external bodies for investigation (e.g. Police).  Example information and records include: <ul style="list-style-type: none"> <li>• Advice of allegation and response</li> <li>• Reports</li> <li>• Investigations</li> <li>• Signed statements</li> <li>• Inquiry records</li> <li>• Representations</li> <li>• Referrals to external bodies</li> <li>• Records of remedial and/or disciplinary action (including exclusion)</li> <li>• Submissions in relation to disciplinary action</li> <li>• Register of disciplinary hearings</li> </ul>		Date of last action	Destroy	25 years
	15.19	Information and records relating to the <b>management and administrative processes associated with disciplinary hearings</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Membership lists</li> <li>• Meeting arrangements</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Minutes and agendas created by the governance committee</li> </ul>	Date of last action	Destroy	7 years
<b>Fees</b>							
	15.20	Information and records documenting the <b>schedules of fees set</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Fees schedules</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Information and records relating to the payment of fees. See Finance and Accounting, Class 4</li> </ul>	Date of last action	Destroy	7 years
<b>Graduation</b>							
	15.21	Information and records relating to the <b>determination and notification to students of their eligibility to graduate</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Application to graduate</li> <li>• Offers to graduate</li> <li>• Lists of students eligible to graduate</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Records relating to the request for replacement certificates</li> </ul>	Date of last action	Destroy	2 years
	15.22	Information and records documenting the <b>master record of university graduates (including those who graduate in absentia)</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Roll of graduates</li> </ul>		Date of last action	Archive	10 years
	15.23	Information and records relating to the <b>organisation of the graduation ceremony</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Administrative arrangements (e.g. speakers, venue catering)</li> <li>• Production of award certificates</li> <li>• Transcripts of guest speeches</li> </ul>		Date of last action	Destroy	1 year
	15.24	Information and records that <b>document the graduation programme</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Graduation Event Programme</li> </ul>		Date of last action	Archive	10 years
	15.25	Information and records relating to <b>academic dress protocols</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Policies</li> </ul>		Date of last action	Archive	10 years
	15.26	Information and records that document the <b>awarding of honorary degrees</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Records relating to nomination and recommendation for the award of an honorary degree</li> </ul>		Date of last action	Archive	10 years



Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
	15.27	Information and records that document <b>unsuccessful nominations for honorary degrees</b>	Example information and records include: • Records relating to the unsuccessful nomination and recommendations for an honorary degree		Date of last action	Destroy	Until administratively no longer required
<b>Scholarships/Awards/Bursaries/Fellowships</b> <b>Includes both internal and external scholarships, bursaries, prizes or fellowships:</b> <ul style="list-style-type: none"> <li>• Scholarships: Benefits, usually in the form of money, which are tenable by students for specified periods of time under certain conditions, e.g. proceeding to the next year in a course. They are generally gained on the basis of performance at examinations.</li> <li>• Awards: Rewards for results in annual examinations, essay, compositions and other forms of assessment.</li> <li>• Fellowships: Benefits, usually in the form of money, travel or accommodation costs, tenable for specific periods and usually offered by, or in conjunction with another university or other institution.</li> <li>• Bursaries: Financial support available to students, usually on the home campus, who meet specified criteria.</li> </ul>							
	15.28	Information and records relating to <b>successful applications and nominations to receive scholarships, awards, bursaries or fellowships</b>	Example information and records include: • Correspondence declining offers for scholarship • Records of decisions • Successful applications • Notifications • Supporting documentation		Date of last action	Destroy	2 years
	15.29	Information and records relating to <b>unsuccessful applications and nominations to receive scholarships, awards, bursaries or fellowships</b>	Example information and records include: • Unsuccessful applications or nominations • Notifications • Supporting documentation		Date of last action	Destroy	3 months
	15.30	Information and records documenting the <b>master list of recipients of honours awards, bursaries and fellowships</b>			Date of last action	Archive	10 years
	15.31	Information and records relating to the <b>establishment and conditions of scholarships, awards, bursaries and fellowships</b>	Example information and records include: • Correspondence • Terms and conditions		Date of last action	Archive	10 years
	15.32	Information and records relating to the <b>management of scholarships, awards, bursaries and fellowships</b>	Example information and records include: • Funds management • Correspondence		Date of last action	Destroy	7 years
<b>Student exchange programmes</b>							
	15.33	Information and records relating to <b>applications received for placement as an exchange student</b>	Example information and records include: • Applications forms • Correspondence • Notification of acceptance/refusal		Date of last action	Destroy	2 years
	15.34	Information and records relating to arrangements, <b>contracts or agreements with other Universities for student exchange programmes</b>	Example information and records include: • Contracts • Inter University Agreements		Date of last action	Destroy	7 years
<b>Transcripts/Final reports</b>							
	15.35	Information and records documenting <b>student academic transcript/final results</b>	Example information and records include: • Final student results • Transcript of results		Date of last action	Archive	25 years
	15.37	Information and records relating to <b>requests for transcripts, verification or graduation status</b>	Example information and records include: • Requests		Date of last action	Destroy	Until administratively no longer required

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>16. STUDENT SERVICES</b>							
<b>This class covers information and records associated with the provision of services to students either by the University or an entity that has an agreement or contract with the University.</b>							
<b>Routine administration</b>							
	16.1	<b>Routine administrative</b> information and records that support provision of student services	Example information and records include: <ul style="list-style-type: none"> <li>• Incomplete forms</li> <li>• Appointment bookings</li> <li>• Room bookings</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Accommodation</b>							
<i>Provision of accommodation whether through residential colleges or residential placements where the accommodation service is provided directly by the University</i>							
	16.2	Information and records relating to the <b>operation and maintenance of student accommodation</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Meal requests</li> <li>• Dietary requirements</li> <li>• Catering orders</li> <li>• Room condition reports</li> <li>• Maintenance schedules</li> <li>• Key tracking</li> <li>• Rosters</li> <li>• Timetables</li> <li>• Instructions for use of facilities</li> <li>• Laundry and cleaning forms</li> <li>• Surveys and feedback forms</li> <li>• Applications for student residence</li> <li>• Forms filled out by Home Stay providers</li> <li>• Communications with agencies about vetting / security process issues</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Accommodation fees. See Finance and Accounting, Class 4</li> </ul>	Date of last action	Destroy	Until administratively no longer required
	16.3	Information and records relating to the <b>management of student residents within student accommodation</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Residents files/contracts</li> <li>• Correspondence</li> <li>• Complaints</li> <li>• Requests for additional services</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Accommodation fees. See Finance and Accounting, Class 4</li> </ul>	Date of last action	Destroy	7 years
<b>Child care services</b>							
<i>The provision of child care services or centres where the service is provided directly by the University</i>							
	16.4	Information and records relating to the <b>operation and maintenance of child care facilities</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Fees assessment</li> <li>• Meals requests</li> <li>• Dietary requirements</li> <li>• Menu planning</li> <li>• Catering orders</li> <li>• Laundry and cleaning documentation</li> <li>• Surveys/feedback forms</li> <li>• Stationery orders</li> </ul>		Date of last action	Destroy	Until administratively no longer required
	16.5	Information and records documenting the <b>registration of children for a place at the child care facility and the selection of successful applicants</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Application forms</li> <li>• Selection documentation</li> </ul>		Date of last action	Destroy	Until administratively no longer required
	16.6	Information and records documenting the <b>personal record of each child</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Attendance records</li> <li>• Parental authorisations</li> <li>• Contact details</li> <li>• Medical reports</li> <li>• Special requirements (e.g. health and dietary)</li> <li>• Injury reports</li> </ul>		Date of last action	Destroy	7 years

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<b>Class</b>	<b>Sub-class</b>	<b>Title/Description</b>	<b>Examples</b>	<b>Does not include</b>	<b>Trigger</b>	<b>Disposal action</b>	<b>Minimum retention period</b>
	16.7	Information and records documenting <b>learning and development plans</b>	Example information and records include: • Learning and developmental plans for individual children		After child cease to attend the child care facility	Destroy	2 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>Financial support services</b>							
	16.8	Information and records relating to the <b>provision of student financial support / aid activities</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Personal case notes</li> <li>• Award applications</li> <li>• Award decisions</li> <li>• Budgeting advice</li> <li>• Hardship applications</li> </ul>		Date of last action	Destroy	7 years
<b>Provision of health services</b> <i>Provision of health services for students and staff where the service is provided directly by the University.— Health Services can include medical services, counselling, dental services, speech etc.</i>							
	16.9	Information and records that document the <b>management of patient bookings</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Appointment books</li> <li>• Appointment registers</li> </ul>		Date of last action	Destroy	Until administratively no longer required
	16.10	Information and records that document <b>patient information/files</b>  Consistent with DHB Disposal Authority DA337 Consistent with the Health (Retention of Health Information) Regulations 1996.	Example information and records include: <ul style="list-style-type: none"> <li>• Components of the Patient File include but are not limited to: <ul style="list-style-type: none"> <li>• In-patient/out-patient/consumer/client</li> <li>• Key health information summary</li> <li>• Consents</li> <li>• Referrals - received and sent</li> <li>• Correspondence</li> <li>• Assessments</li> <li>• Investigations and results</li> <li>• Diagnoses</li> <li>• Treatment/care/management plans</li> <li>• Medication orders and administration documentation</li> </ul> </li> </ul> <p><b>NOTE:</b> Implementation of the discharge action must be carried out in accordance with section 25 of the Public Records Act and Archives New Zealand discharge process.</p>		Date of last provision of service	Destroy / Discharge	10 years
	16.11	Information and records relating to the <b>management of the prescription and administration of medicines</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Drug registers</li> <li>• Prescription file copies</li> </ul>		Date of last action	Destroy	10 years
<b>Provision of support services</b>							
	16.12	Information and records relating to the delivery of services to students such as career advisory services, student learning support centres, religious services, Māori services, Pacific Island Services and disability support, wellbeing services, LGBTQIA/rainbow community	Example information and records include: <ul style="list-style-type: none"> <li>• Client files</li> <li>• Wellness programmes</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Monitoring of pastoral care for international students. See Student Administration, Class 15</li> <li>• Records relating to the development and planning of the service</li> </ul>	Date of last action	Destroy	7 years
	16.13	Information and records relating to the <b>provision of recreational services</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Client files (can include to staff and members of the public, alumni etc. as services offered to more than just students)</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Monitoring of pastoral care for international students. See Student Administration, Class 15</li> </ul>	Date of last action	Destroy	7 years
	16.14	Information and records relating to <b>programmes to support students</b>	Example information and records include: <ul style="list-style-type: none"> <li>• PhD research skills programmes</li> <li>• Development of academic integrity skills</li> <li>• Student mentoring programmes</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Mandatory courses that are included on the academic transcript</li> </ul>	Date of last action	Destroy	Until administratively no longer required
	16.15	Information and records relating to the <b>pastoral care of students (both domestic and international students)</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Interview records</li> <li>• Reports</li> <li>• Compliance with Code of Practice for the Pastoral Care of International Students</li> </ul>		Date of last action	Destroy	7 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>17. UNIVERSITY MARAE</b>							
<b>This class covers information and records associated with managing and administering University marae.</b>							
<b>Routine administration</b>							
	17.1	Routine administrative information and records that support University marae	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Minor correspondence</li> <li>• Address and invitation lists</li> <li>• Reference and information-only records</li> <li>• Print processing</li> <li>• General enquiries from public</li> </ul>		Date of last action	Destroy	Until administratively no longer required
<b>Marae management</b>							
	17.2	Information and records relating to the receipt of <b>minor koha and donations by the marae</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Record of koha received</li> </ul>		Date of last action	Destroy	7 years
	17.3	Information and records relating to the receipt of <b>major koha and donations by the marae</b>	<p>Includes gifts or donations that have substantial value, national importance, long-term benefit, etc.</p> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Details of koha or donation</li> <li>• Receipt of gifts or donations received</li> <li>• Financial donations of significant value</li> </ul>		Date of last action	Archive	10 years
	17.4	Information and records relating to marae <b>involvement with minor events</b>	<p>Minor events may include:</p> <ul style="list-style-type: none"> <li>• Conferences organised by the University</li> <li>• Powhiri arrangement for staff induction</li> </ul> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Visitation programme</li> <li>• Staff professional development in Te Reo or Tikanga Māori</li> </ul>		Date of last action	Destroy	2 years
	17.5	Information and records relating to marae <b>involvement with major events</b>	<p>Major events may include:</p> <ul style="list-style-type: none"> <li>• Hui or tangi hosted by the marae</li> <li>• Alumni events</li> <li>• The use of marae grounds and facilities</li> <li>• Māori Graduation ceremonies</li> </ul> <p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Records of the event</li> <li>• Programmes</li> </ul>		Date of last action	Archive	10 years
	17.6	Information and records documenting the <b>history of the marae</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Information that has been collated and/or consolidated about the history of the marae</li> <li>• Original research material, recorded oral histories and notes for books on the history of the University</li> <li>• Historical research papers</li> <li>• Summary histories created both published and unpublished</li> <li>• Information on notable/significant marae events, staff and buildings</li> </ul>		Date of last action	Archive	25 years
	17.7	Information and records of <b>committees and working parties that are of a minor nature</b>	<p>Example information and records include:</p> <ul style="list-style-type: none"> <li>• Sub-committees, ad hoc committees and/or working parties, staff meetings etc.</li> <li>• Agendas</li> <li>• Minutes</li> <li>• Membership Lists</li> <li>• Reports and decisions</li> </ul>		Date of last action	Destroy	2 years

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<b>Class</b>	<b>Sub-class</b>	<b>Title/Description</b>	<b>Examples</b>	<b>Does not include</b>	<b>Trigger</b>	<b>Disposal action</b>	<b>Minimum retention period</b>
	17.8	Information and records of <b>committees and working parties that are of significance to the management of the marae</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Agendas</li> <li>• Minutes</li> <li>• Membership Lists</li> <li>• Reports and decisions</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Council, committees that report to Council, or Committees formed for strategic purposes</li> </ul>	Date of last action	Destroy	7 years

Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
<b>18. UNIVERSITY PUBLISHING</b>							
<b>This class covers information and records created and used to support the commissioning, editing and publication of books or journals by the University Press or by the University. It also includes the management of University Press. The class excludes in-house and promotional material developed under communications and marketing.</b>							
<b>Routine administration</b>							
	18.1	<b>Routine administrative</b> information and records that support University publishing activities	Example information and records include: <ul style="list-style-type: none"> <li>• Minor correspondence</li> <li>• Address lists</li> <li>• Reference and information-only records</li> <li>• Promotional material</li> <li>• Book launches</li> <li>• General enquiries from public</li> </ul>		Date of last action	Destroy	Until administratively no longer required
	18.2	Information and records relating to <b>activities that support book and journal publishing</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Inventory management</li> <li>• Sales data</li> <li>• Royalties</li> <li>• Orders and distribution</li> <li>• ISBN / ISSN management</li> <li>• Print run details</li> <li>• Production and design information</li> <li>• Subscriber details</li> <li>• Peer reviews of articles to be published</li> <li>• Citations/downloads/abstracts</li> <li>• Journal issue planning</li> </ul>	Does not include: <ul style="list-style-type: none"> <li>• Financial records. See Finance Class 5</li> <li>• Author agreements and other contracts. See Legal Class 11</li> </ul>	Date of last action	Destroy	7 years
<b>Book publishing</b>							
	18.3	Information and records documenting <b>every book published by the University Press/ 'book files'</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Correspondence with the author</li> <li>• Reports</li> <li>• Licensing agreements with other book publishers</li> <li>• Publishing history of work</li> <li>• Book awards</li> </ul>		Date of last action	Archive	10 years
	18.4	Information and records relating to <b>catalogues of books published by the University Press</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Catalogues</li> </ul>		Date of last action	Archive	10 years
	18.5	Information and records documenting <b>manuscripts of books, drafts and proof copies</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Manuscripts</li> <li>• Drafts of books</li> <li>• Proof copies</li> </ul>		Date of last action	Destroy	7 years
<b>Journal publishing</b>							
	18.6	Information and records documenting <b>every journal published by the University Press/University</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Master set of journals</li> <li>• Constitution / Terms of Reference</li> <li>• ISSN registration</li> <li>• Supplementary materials (e.g. DVD)</li> </ul>		Date of last action	Archive Unless a copy has been lodged with National Library, in which case Destroy	25 years
	18.7	Information and records documenting <b>editorial activities associated with the publishing of journals e.g. draft, proof and published versions of articles</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Drafts of articles</li> <li>• Proof copies of journals</li> <li>• Peer review of journal articles</li> <li>• Issue planning</li> <li>• Citation and download statistics</li> </ul>		Date of last action	Destroy	7 years

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Class	Sub-class	Title/Description	Examples	Does not include	Trigger	Disposal action	Minimum retention period
		<b>Historical records</b>					
	18.8	Information and records documenting the <b>history of the University</b>	Example information and records include: <ul style="list-style-type: none"> <li>• Information that has been collated and/or consolidated about the history of the University</li> <li>• Original research material and notes for books on the history of the University</li> <li>• Historical research papers</li> <li>• Jubilee and centennial histories</li> <li>• Summary histories created by University, both published and unpublished</li> <li>• Information on notable/significant agency events, staff and buildings</li> </ul>		Date of last action	Archive	25 years