

How to complete the sections of this form:

Background:

Under the State Records Act 1998 s21 (2), the University is required to dispose of its records in accordance with approved State Records General Disposal Authorities (GDAs). To ensure the records of all University business units are properly disposed of, approval must be obtained from the Manager, Records and Archives (RAO) prior to any disposal action.

All university administrative/ academic units need to complete this form to apply for authorisation to dispose of records for business records under their custody, but not captured into the University's recordkeeping system, TRIM.

1. Unit Name and Contact

Insert the name and contact details of the person in the unit that RAO staff can contact if there are any queries about the information provided on the form.

2.1 Title/description of records to be disposed of

If the records to be disposed of form part of a larger group of records, provide a clear and easily understood description of the records. For example:

- Student Records – Class attendance lists, Session 1 2004 (you must list the type of student records you are disposing of), or
- Financial records – Unit Budget & Budget Working papers 1995

Indicate any title and unique identifier (number) allocated to each record, write it down for this entry. List the type of records – e.g. Paper, or Email. You may send a detailed list in electronic form – preferably in excel format - to records.admin@unsw.edu.au .

2.2. Date range of records to be disposed of

Provide here the approximate date range, from the oldest to the most recent, for the records to be disposed of.

2.3 Quantity of records to be disposed of (in shelf metres for paper records)

For paper records, estimate roughly how many metres of space all the records you are going to dispose of would have occupied if they were packed loosely together and lined up along a shelf. For the disposal of electronic records, indicate the number of files/records and/or the disk size in megabytes (mb) that are going to be deleted from the system.

3. Internal Authorization

The Unit Head or Executive Officer should sign here to verify that these records are no longer required for on-going activities.

4. Records Disposal Approval

For approval by the Manager, Records and Archives (or delegate) authorizing the disposal and providing specific disposal instructions.

For further information on all aspects of Recordkeeping, visit us at:
<http://www.recordkeeping.unsw.edu.au>