

UNSW Records Disposal Form

RAO02: Records Disposal Authorisation



UNSW
AUSTRALIA

Records and Archives Office

For the disposal of records that are not registered in the corporate recordkeeping system, TRIM

1. Contact Information:

School/Department/Unit:		
Contact Person:		Phone:
Email:		Fax:

2: Records to be disposed of

2.1 Title / description / format of all records to be disposed of: If the records are student exam papers, do they include master set of student exam questions? Yes / No (Use a separate sheet if necessary – click here to download template)	
2.2 Date range of records to be disposed of:	2.3 Quantity of records to be disposed of (in shelf metres for paper records)

3. Internal Authorisation:

I hereby state that the records described above are no longer required by the unit and that the records are not required for any current, known or anticipated investigation or litigation.

_____	_____	_____
Unit Head or Executive Officer	Signature	Date

4. Records Disposal Approval (to be completed by the Records and Archives Office)

4.1 State Records General Disposal Authority GDA schedule number(s) used to authorise destruction	4.2 Disposal Action <input type="checkbox"/> Destruction <input type="checkbox"/> Transfer to University Archives _____ <input type="checkbox"/> Other _____
Approved by Manager, Records & Archives (or delegate):	Date of approval:

5. Records Disposal – UNSW Confidential Waste Service



Phone Ext 55111 to contact the Day Gang, General Services – Campus Services

Note:

- Complete Section 1 to 3 and send this form to the Manager, Records and Archives Office (RAO) for authorisation.
- The UNSW Records Manager (or delegate) will apply the relevant State Records General Disposal Authority (GDA) and advise of the disposal action to be taken.
- RAO will retain the original of the Disposal Authorisation, and will return a copy to the school/department/unit for further action.
- Upon return of the authorisation form the business unit can dispose of the records. For records containing confidential information use the UNSW Confidential Waste service supplied by the Campus Services Day Gang.
- For records requiring permanent retention complete the Archive Transfer Advice Form [RAO03] and contact the Archives prior to arranging transfer.

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>