# UNSW Records Retention Form

**RAO06: Records Retention Authorisation**

For the retention of records that business units wish to retain beyond the date at which they may legally be destroyed

<table>
<thead>
<tr>
<th>1. Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School/Department/Unit:</strong></td>
</tr>
<tr>
<td><strong>Contact Person:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
</tr>
</tbody>
</table>

## 2: Records to be retained

2.1 **Title / description / format of all records to be retained:**

   *(Refer attached listing)*

2.2 **Date range of records to be retained:**

2.3 **Quantity of records to be retained:**

   *(in shelf metres)*

## 3: Reasons for retention

Please complete either 3a, 3b or 3c and sign the authorisation

### 3a Retention for Legal Reasons

The records are required for the following litigation, inquiry or investigation:

*(Give full details including relevant dates)*

### 3b Retention for Demonstrated Continuing Business Use

The records are required for continuing business use as outlined below:

*(Outline the business requirements and the extent of continuing access required)*

### 3c Retention for Other Reasons

The following financial charging code may be used for the storage, retrieval and eventual destruction costs of these records:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept ID</th>
<th>Program</th>
<th>Class</th>
<th>Budget Year</th>
<th>Project</th>
</tr>
</thead>
</table>

The records may be destroyed after: / /

## 4. Authorisation:

__________________________________________  ___________________________  ___________

Unit Head or Executive Officer  Signature  Date

## 5. RAO Approval and Action (to be completed by the Records and Archives Office)

State Records GOA Reference:  Storage Arrangements:

Authorised Destruction Date(s):