

UNSW Records Retention Form

RAO06: Records Retention Authorisation



UNSW
AUSTRALIA

Records & Archives

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

1. Contact Information:

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

2: Records to be retained

2.1 Title / description / format of all records to be retained: <i>(Refer attached listing)</i>	
2.2 Date range of records to be retained:	2.3 Quantity of records to be retained: <i>(in shelf metres)</i>

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:

Account	Fund	Dept ID	Program	Class	Budget Year	Project

The records may be destroyed after: / /

4. Authorisation:

<hr/> Unit Head or Executive Officer	<hr/> Signature	<hr/> Date
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5. RAO Approval and Action (to be completed by the Records and Archives Office)

State Records GDA Reference:	Storage Arrangements:
Authorised Destruction Date(s):	