

Records and Information Management Policy Appendix 1: Records Retention Guide

RECORD TYPE	RETENTION PERIOD*	
Committee Records:	Strategic	Permanent - Do Not Destroy
	Operational	10 years
Contracts:	Agreements	7 years
	Contracts	12 years
	Memorandum of Understanding	7 years
Employee Records:	Chancellors, Vice Chancellors and Chief Executive Officers	Permanent - Do Not Destroy
	Academic and Professional Staff	7 years or 75 years after date of birth, whichever is longer
	Workers Compensation Claim	7 years or 75 years after date of birth, whichever is longer
Financial Records:	Advice	10 years
	Asset Register	7 years
	Audit (leading to change)	Permanent - Do Not Destroy
	Audit (no change)	6 years
	Transactions and Bank Accounts	7 years
Fundraising:	Donations and Bequests (significant amount or cultural artefact)	Permanent - Do Not Destroy
	Donations and Bequests	7 years
Legal Services:	Advice	15 years
	Litigation precedent setting case	Permanent - Do Not Destroy
	Litigation non - precedent setting case	7 years
	Agreements	7 years
	Patents	Permanent - Do Not Destroy
Marketing:	Marketing Campaign, Promotion & Sponsorship	5 years
Medical Records (Patient Files)	Children under 18	7 years or until patient turns 25 years of age
	Adults over 18	7 years
Official Publications:	Macquarie University Publications	Permanent - 2 copies retain in Macquarie University Archives

Policy Files:	Master set of policies relating to core university functions	Permanent - Do Not Destroy
----------------------	--	----------------------------

Prize Files:	Establishment and Management of internal & external scholarships, prizes, bursaries & fellowships.	10 years
	Registers of recipients	Permanent - Do Not Destroy

Property Records:	Deed Registers, Property Registers, Land Registers & Certificates of Title	Permanent - Do Not Destroy
	Significant Building/structure construction records	Permanent - Do Not Destroy
	Identification and management of asbestos used in construction	99 years from removal or disposal of asbestos
	Building/structure construction records	Life of building plus 7 years
	Building Structure fit-outs and installations	Life of building plus 7 years
	Non structural changes fit-outs and installations	7 years after completion of work
	Building upgrades	7 years after completion of work
	Commemorative plaque records	2 years

Research:	Contracts	7 years
	Ethics - Animal	7 years
	Ethics - Biosafety	20 years
	Ethics - Human	25 years
	Grants	7 years
	Product Management	7 years
	Research data significant projects	20 years
	Research data standard projects	5 years

Student Records:	Examinations	Permanent - Do Not Destroy
	Examination Papers	6 months (length of appeal period)
	Continuing education and community	7 years
	Higher Degree Research (HDR/MRes)	20 years
	Practicums (required for accreditation)	50 years
	Thesis that adds to knowledge	Library deposit
	Thesis with failure status	Return to candidate
	Practicums (working with children)	99 years
	Thesis Examinations	Permanent - Do Not Destroy
	Undergraduate	7 years

*Minimum retention period and after last active date. Should you have any questions please contact Macquarie University Records and Archives.