

Records and Information Management Policy Appendix 1:

Records Retention Guide

RECORD TYPE	MINIMUM RETENTION PERIOD	
Governance Records:	Final, approved versions of by-laws and rules governing the institution	Required as State Archives
	By-laws and rules in development	15 years
	Strategic Committees	Permanent - Do Not Destroy
	Operational Committees	10 years
	Master set of policies relating to core university functions	Required as State Archives
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:	Registers of recipients	State Archives
	Establishment and conditions of internal & external scholarships, prizes, bursaries & fellowships.	10 years
	Management and delivery internal & external scholarships, prizes, bursaries & fellowships.	7 years
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	10 years
	Ethics - Human	15 years
	Grants	7 years
	Product Management	7 years
	Research Management – internal projects not requiring ethics approval	7 years
	Final reports on individual research projects that include outcomes of the research project	State Archives
	Research projects or proposals that are not approved or do not proceed.	2 years
	Research data (including datasets) community & regulatory significant	State Archives
	Research data (including datasets) created from clinical trials, or research with potential long-term effects on humans	15 years after completion of research or until subject reaches or would have reached the age of 25 years
	Research data not significant *	5 years after project completed.
Student Records:	Examinations	Permanent - Do Not Destroy
	Examination Papers	6 months (length of appeal period)

Student Records

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
Attendance	Retain until at least until end of appeal period
Grading/marking of individual assessment components of a subject or course	Retain year after end of appeal period
changes to assessment results through, re-marking or appeal by the student	7 years
Graduate Register - Includes honorary doctorates.	State Archives
Graduate program or order of proceedings is the only record confirming details of graduates	State Archives
Arrangements for graduation and determination and notification of students of their eligibility to graduate. Includes program or order of proceedings and uncollected testamurs.	Retain minimum of 1 year after action completed
Finalised results obtained by students	Retain minimum of 75 years after action completed
Finalised results obtained by students for externally accredited courses, such as those delivered by a Registered Training Organisation.	Retain minimum of 30 years after action completed
Finalised results obtained by students for non-award courses including continuing education programs and community courses.	7 years

Information Technology

Development of systems or the acquisition of off-the-shelf systems	7 years
Technology and telecommunications equipment or systems	7 years
Investigations into the acquisition of technology and telecommunications equipment	Retain until administrative or reference use ceases
Warranties and guarantees	Retain until warranty or guarantee expires or until item is disposed of whichever is shorter

Notes

* Research data that is not significant, does not employ novel methods, and is not difficult to reproduce. As the significance of research data is not always immediately apparent, permanent retention should be considered the default, unless disposal after the minimum period is justified as per the requirements of the [Research Data Management Procedure](#) (cl 9, 10, 11)

Should you have any questions concerning this guide please contact Macquarie University Records and Archives.