Northern Territory Government

Records disposal schedule

Records Disposal Schedule
Research Management
Charles Darwin University

Disposal Schedule No. 2017/14

September 2017

NT Archives Service
NT Records Service

For information and advice, please contact
NT Records Service
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Preamble

Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so[1]. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

a) whether a class of record has temporary or permanent status;
b) the retention period for a temporary class of record;
c) authorised disposal actions for a class of record. [2]

Each class of records created by an agency is described using classifications based on business analysis.

Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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[1] S.145 *Information Act*

[2] S.136A(3) *Information Act*

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1
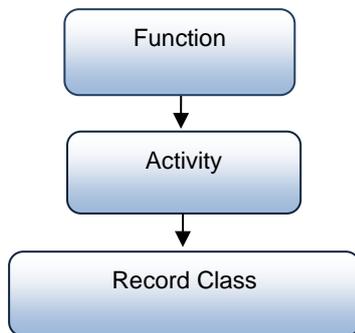
Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

Permanent Records: Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

Sentence records with this records disposal schedule using the following five steps:

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

About this Records Disposal Schedule

Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Research Management of the Charles Darwin University.

Scope

Application of this Records Disposal Schedule is mandatory for Research Management records of the Charles Darwin University.

This Records Disposal Schedule applies to Research Management records in all formats.

This Records Disposal Schedule does not apply to records of the Menzies School of Health Research.

For records prior to 1989 please contact the Northern Territory Archives Service for further advice.

Responsibility

The Vice Chancellor of the Charles Darwin University is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the *Information Act*.

Disposal Schedule No. 2017/14 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director, Digital Policy (The Records Service), and the Vice Chancellor of the Charles Darwin University on 25 September 2017 and is effective immediately.

Regulatory Framework

The regulatory basis for this Records Disposal Schedule is defined in:

- *Australian Code for the Care and Use of Animals for Scientific Purposes*
- *Australian Code for the Responsible Conduct of Research*
- *Charles Darwin University Act*
- *Copyright Act*
- *Guidelines for Ethical Research in Australian Indigenous Studies*
- *National Health and Medical Research Council Act*
- *National Statement on Ethical Conduct in Human Research*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:2002-Records Management

Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the [name of public sector organisation]
- current authorised disposal schedules for [name of public sector organisation]

Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (eg information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. compliment slips)
- a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the Disposal Schedule for Short Term Value Records unless the class of records has been identified in a specific disposal schedule.

Notification of Destruction

Provide formal notification of destruction of all records to the NT Records Service.

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

Acknowledgement

The NT Archives Service and the NT Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.

CHECKLIST

☐ Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records

☐ Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service and NT Records Service

☐ Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records

☐ Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records

☐ Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule

☐ Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format

☐ Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system

☐ Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record

☐ Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly

☐ Identify records that require re-sentencing where a previous disposal schedule has been superseded

☐ Stop applying sentences from previous schedules that have been revoked or amended

☐ Retain all records in good order and condition to be available for retrieval during the retention period.

☐ Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic

☐ Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium

☐ Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records

☐ Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation

☐ Inactive records can be transferred to offsite service providers providing they have been sentenced

☐ Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction

☐ Notify the NT Records Service of destruction of all records

☐ Do not destroy records that are not described in an authorised records disposal schedule.

☐ Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting major advice, including feedback in relation to research management to and from the Vice-Chancellor, other government bodies, universities and relevant organisations in relation to research policy, programs and funding.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting routine advice provided to students, lecturers and researchers in relation to research management, such as policies and procedures.	Temporary Destroy 3 years after action completed

NT Archives Service
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1

1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.2 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements and /or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting final versions of agreements in relation to research management, such as with the Commonwealth Government, Menzies School of Health Research, Australian Research Council, Australian Research Data Commons and the Australian National Data Service. Includes national partnership agreements, memoranda of understanding and sub-contracts.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance and review of minor agreements. Includes service level agreements, memoranda of understanding, sponsorship agreements, licence agreements and related correspondence.	Temporary Destroy 7 years after expiry or termination of agreement
1.2.3	Records documenting draft versions of agreements in relation to the establishment, negotiation, maintenance and review of agreements with other government bodies or organisations in relation to research management.	Temporary Destroy 5 years after action completed

NT Archives Service
NT Records Service

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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.3 Authorisation

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting significant ethical clearances associated with research projects, including clinical and non-clinical. For example biosafety and radiation assessments. Includes application forms, approval decisions, risk assessments and supporting documentation.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting routine ethical clearances associated with research projects. Includes application forms, approval decisions, risk assessments and supporting documentation.	Temporary Destroy 10 years after action completed
1.3.3	Records documenting approved licenses to use premises for teaching or research using animals, including renewals, variations and cancellations under the relevant Acts of each State and Territory, Includes applications, receipts of prescribed fees, terms and conditions and supporting documents.	Temporary Destroy 7 years after the licence has expired, surrendered or cancelled
1.3.4	Records documenting approvals for Higher Degree by Research (HDR) Supervisors, including renewal applications. Includes applications, resumes and terms and conditions.	Temporary Destroy 7 years after appointment has lapsed
	Use the Records Disposal Schedule for Administrative Functions of the Northern	

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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.3 Authorisation

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
	Territory Government – PUBLISHING – INTELLECTUAL PROPERTY for records documenting patents, licensing and intellectual property, including the registration of patents, copyright, and ownership of intellectual property where owned in part or completely by the University.	

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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.4 Committees

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting high-level committees where the university is a representative, such as the Australian Research Council (ARC) and the Innovative Research Universities (IRU). Includes agendas, minutes, discussion papers and related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting the establishment and the running of the Animal Ethics Committee and the Human Ethics Committee. Includes appointments, agendas, minutes, recommendations, confidentiality agreements, and other related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed
	Use the Records Disposal Schedule for Administrative Functions of the Northern Territory Government – COMMON ACTIVITIES – COMITTEES 0.6.2 for records documenting internal working committees or groups.	

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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.5 Compliance

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting animal ethic compliance files in relation to research projects held by the animal ethics office. Includes copies of research applications, research project amendments, unexpected adverse event reports, routine project reports and other supporting documentation. May include confidentiality agreements.	Temporary Destroy 20 years after the project has completed
1.5.2	Records documenting compliance reports to external bodies regarding ethical clearances, such as to the National Health and Medical Research Council and the Northern Territory Government. Includes internal audits, summary reports and other related documentation.	Temporary Destroy 7 years after action completed
1.5.3	Records documenting inspections of research facilities, such as anatomy, plant facilities, bio-safety areas and animal housing facilities. Includes inspection reports and other supporting documentation.	Temporary Destroy 7 years after action completed
	Use 1.9 INVESTIGATIONS for records documenting complaints into research misconduct, including inquiries and complaints of research misconduct that have been dismissed.	

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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.6 Control

The activities associated with creating, maintaining and evaluating control mechanisms.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Master set of research publications of the University.	Permanent Retain in organisation
1.6.2	Register of Advisors for research integrity.	Permanent Retain in organisation

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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.7 Grant Allocation

The process of administering the provision of grants to other organisations….

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting successful applications from organisations, groups or individuals for funding administered by the University, including scholarships, such as the Business Innovation Support Initiatives program from the NT Government. Includes applications, funding agreements, notification letters, letters of offers, progress reports, terms and conditions, financial statements and acquittal reports.	Temporary Destroy 7 years after grant acquitted or terminated
1.7.2	Records documenting unsuccessful applications from organisations, groups or individuals for funding by the organisation. Includes applications, notification letters and other related correspondence.	Temporary Destroy 2 years after action completed

NT Archives Service
NT Records Service

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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.8 Grant Funding

The activities associated with the application for and receipt of grants.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting the successful application for grants by the University from other organisations, groups or individual, such as the Australian Research Council, including grants that have been terminated. Includes applications, notification letters, progress reports, acquittals, performance reports and other supporting documentation.	Temporary Destroy 7 years after grant acquitted or terminated
1.8.2	Records documenting the application for grants by the University from other organisation, groups or individuals where the grant is not received or the applications has been withdrawn or cancelled. Includes applications and notification letters.	Temporary Destroy 2 years after application not approved, cancelled, terminated or withdrawn

NT Archives Service
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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.9 Investigations

The acts and processes involved in ascertaining facts by enquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting complaints regarding allegations of research misconduct that have proceeded to a research misconduct inquiry, including animal welfare investigations. Includes investigation reports, extracts of documents and other related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.9.2	Records documenting complaints regarding allegations of research misconduct that have not proceeded to a research misconduct inquiry, including animal welfare investigations. Includes investigation reports, extracts of documents and other related correspondence.	Temporary Destroy 7 years after action completed
1.9.3	Records documenting complaints regarding allegations of research misconduct that have been dismissed.	Temporary Destroy 5 years after action completed
1.9.4	Records documenting major investigations in relation to research projects, that have gained public wide interest or set a policy precedent. Includes investigation reports, files notes, witness statements, photos and other supporting documents.	Permanent Transfer to NT Archives Service 10 years after action completed
1.9.5	Records documenting minor investigations in relation to research projects that have not set a policy precedent. Includes investigation reports, files notes, witness statements, photos and other supporting documents.	Temporary Destroy 7 years after action completed

NT Archives Service
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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.10 Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Master set of procedures in relation to research management, such as the Research Data Management Procedures, Research Misconduct Allegation Procedures and Animal Ethical Clearances.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting the development of procedures in relation to research management. Includes draft versions, consultation notes and related correspondence.	Temporary Destroy 5 years after action completed

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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.11 Project Management

The activities and techniques associated with managing the achievement of project goals and objectives, including ongoing project planning, resource management and reporting.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting research projects that have significant community or heritage value, or has attracted public wide interest, including projects that have potential long term environmental effects, clinical trials, animal testing for human products and psychological research. Includes research data, research data management plans, signed consent forms, technical reports, research reports, laboratory notebooks, field notebooks, research journals, copies of protocols and methods, progress reports, applications, proposals and resource allocations.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.11.2	Records documenting routine research projects involving minors under the age of 18 years. Records documenting routine research projects created in the conduct of research. Includes research data, research data management plans, signed consent forms, technical reports, research reports, laboratory notebooks, field notebooks, research journals, copies of protocols and methods, progress reports, applications, consultations, proposals and resource allocations.	Temporary Destroy 25 years after action completed
1.11.3	Records documenting routine research projects created in the conduct of research. Includes research data, research data management plans, signed consent forms,	Temporary Destroy 10 years after action completed

NT Archives Service
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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.11 Project Management

The activities and techniques associated with managing the achievement of project goals and objectives, including ongoing project planning, resource management and reporting.

Class No.	Description of Records	Status and Disposal Action
	technical reports, research reports, laboratory notebooks, field notebooks, research journals, copies of protocols and methods, progress reports, applications, consultations, proposals and resource allocations.	

NT Archives Service
NT Records Service

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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.12 Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records documenting final major reports to government bodies, such as the Commonwealth, Excellence in Research Australia, the Higher Education Research Data Collection and the Australian Bureau of Statistics.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.12.2	Records documenting the development of final reports in relation to research management. Includes draft versions, spreadsheets and system generated reports.	Temporary Destroy 10 years after action completed
1.12.3	Records documenting annual reports given to the relevant Authorities in relation to animal welfare as required under the *Animal Welfare Act.*	Temporary Destroy 7 years after action completed

NT Archives Service
NT Records Service

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.   14

1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.13 Student Researchers History

The activities associated with managing higher degree research students, including students working under scholarships. Includes enrolments, admissions, qualifications, research project proposals and progress reports.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records documenting the supervision of research and honours students where assessment is predominantly by thesis, dissertation or other significant work. Includes application forms, admission forms, copies of education qualifications, resumes, copies of formal identification, research project outlines, referee report forms, student progress reports, confirmation of candidature, and other student forms, examination forms, travel reimbursement forms and purchasing forms. May include applications for an HDR Scholarship, honours evidence checklist, existing research outputs, change of supervisor and recognition of professional attainment.	Temporary Destroy 7 years after program completed or not continued with

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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.14 Thesis Assessment

The activities associated with the examination of a thesis.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records documenting the assessment of theses or other significant work for higher degree, including Masters and PhD students. Includes appointment of examiners, changes of thesis topic, examiner's reports, notification of intention to submit theses for examination, notifications of lodgement of thesis for examinations and requests to change submission dates.	Permanent Retain in organisation
1.14.2	Records documenting theses submitted by higher degree students where the student is awarded the higher degree.	Permanent Retain in organisation
1.14.3	Records documenting theses submitted by higher degree students where the student is not awarded the higher degree.	Temporary Destroy 3 years after action completed Or 1 years after end of appeal period
1.14.4	Records documenting honours theses submitted or completed by students for the purposes of assessment or evaluation. Includes postgraduate coursework theses, where the student is not working towards a higher degree.	Temporary Destroy 10 years after date of submission

NT Archives Service
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1. Research Management

The function of managing research management activities within the University. Includes establishment of collaborative research partnerships, grant funding, compliance with national standards, ethical research clearances, managing higher degree research students and providing training to relevant stakeholders.

1.15 Training

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Final approved versions of training material for courses and workshops run internally by the University for Higher Degree Research (HDR) students, HDR Supervisors and Research Staff, such as the Research Enhancement Program workshops.	Temporary Destroy 5 years after course material has been superseded
1.15.2	Records documenting the development of training material for courses and workshops run internally by the University. Includes draft versions, consultation notes and file notes.	Temporary Destroy 3 years after action completed
1.15.3	Records documenting the delivery of internal training for University staff and Higher Degree Students. Includes attendance lists, lesson plans, presentations, action lists and feedback evaluation forms.	Temporary Destroy 3 years after action completed

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