



STUDENT RECORDS: DOCUMENT RETENTION AND DISPOSAL POLICY

Policy number	TLR 3.03
Policy name	Student Records: Document Retention and Disposal Policy (Issue Three)
Applicability	All Bond University Staff
Policy owner	University Registrar
Contact person	Director, Student and Academic Services
Policy status	Approved Policy
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Date of next review	22 April 2023
Related policies and legislation	Privacy Policy (COR 1.01) The Privacy Act 1988 (Commonwealth) Higher Education Support Act 2003 (Commonwealth) General Data Protection Regulation (GDPR) (EU)

1. OVERVIEW

The University recognises the benefits from a consistent approach to the archiving of documents.

The Queensland State Archives has prepared a Schedule for use by Queensland public universities which details the retention and disposal of a range of [records](#) commonly held by universities.

2. THE POLICY

The University will adopt the Queensland State Archives guidelines as the standard for retention and disposal of documents and other records relating to students.

The retention periods and disposal actions to be followed by University staff are set out in Schedule 1. Other document categories will be treated in accordance with the Queensland State Archives Schedule *University Sector Retention and Disposal Schedule QDAN 601 v.3* at:

<https://www.forgov.qld.gov.au/schedules/university-sector-retention-and-disposal-schedule>

Where appropriate, the University will handle personal information in accordance with the European Union's General Data Protection Regulation (GDPR).

3. DEFINITIONS

Record A record, as defined in the [Privacy Act 1988](#) and the [Archives Act 1983](#), means:

- a) a document; or
- b) an electronic or other device;

but does not include, among other things, a generally available publication.

4. RELATED PROCEDURES, GUIDELINES, AND FORMS

[Schedule 1](#)

SCHEDULE 1

Reference	Description of records	Disposal action	Responsibility for Disposal
601.2/A57	ADMISSION <i>The process associated with the admission of applicants into courses or programs.</i> See Student Administration - Student Intake Load for records relating to student intake load.		
601.3/C8	Admission - successful Records relating to a successful application for entry into a course or program of study, including applications, offers of places, references, supporting documents, prior results, immigration clearances, interviews, selection tests, auditions, acceptances, deferrals, reinstatement requests, etc.	Retain for 2 years after last action.	General Manager, Admissions
601.2/C151	Admission - unsuccessful Records relating to unsuccessful applications for admission. Includes rejected offers.	Retain for 6 months after applicant notified of outcome and conclusion of any appeals process.	General Manager, Admissions
601.2/A81	ASSESSMENT <i>The activities associated with processing and forming judgements about the quality and extent of student learning.</i> See Teaching and Learning - Curriculum Management for records associated with curriculum management and details of course content.		
601.2/C245	Academic record Official academic records of the grades achieved by a student in a course or program.	Retain permanently.	Head, Student Business Centre
601.3/C88	Assessment - completed Examination scripts and other forms of assessment completed by students. Records may include, but are not limited to the following assessment types: <ul style="list-style-type: none"> • artwork • assignments • models • oral • performance • presentations • written. 	Retain until the end of the appeal period or 3 months after last action, whichever is later.	Faculties
601.3/C89	Assessment instructions Master set of examination papers, assignment outlines or other assessment instructions.	Retain for 15 years after last action.	Head, Student Business Centre
601.3/C90	Examinations - attendance Records recording the attendance of students at examinations or other assessment activities.	Retain for 6 months after last action.	Head, Student Business Centre
601.3/C91	Examinations – administration Records relating to administrative arrangements for examinations and assessment including invigilation and supervision. Also includes records relating to special arrangements for individual students during examinations or assessment (e.g. to assist with a disability or language need), and/or special arrangements for distance education or remote sites. Records may include, but are not limited to: <ul style="list-style-type: none"> • deferred examination • incident reports • receipt of master papers • special consideration • supervision/invigilation rosters • timetables. See Timetabling - administration 	Retain for 1 year after last action.	Head, Student Business Centre
601.3/C94	Results - appeals Records relating to appeals about examination/assessment results or overall grade awarded.	Retain for 2 years after last action.	Head, Student Business Centre
601.3/C120	Results - changes	Retain for 2 years after	Head, Student

Reference	Description of records	Disposal action	Responsibility for Disposal
	Records relating to requests for review of grade/assessment results and subsequent outcome.	last action.	Business Centre
601.3/C17	Results - grading Records of the grade/mark of individual assessment items.	Retain for 2 years after last action.	Head, Student Business Centre
601.3/C93	Results - moderation Records relating to review, moderation and confirmation of results of a student cohort.	Retain for 2 years after last action.	Faculties
601.3/C19	Supervision - higher degree research and honours students Supervision of higher degree students (Masters and PhD) and honours students where assessment is predominantly by thesis, dissertation or other significant work. Includes change of supervisor.	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.	Faculties
601.3/C96	Theses - assessment Records relating to assessment of theses or other significant work for higher degree (Masters and PhD) and honours students. Records may include, but are not limited to: <ul style="list-style-type: none"> • appointment of examiners • changes of thesis topic • examiners' reports • notification of intention to submit thesis for examination • notification of lodgement of thesis for examination • requests to change submission dates. 	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.	Faculties
601.3/C157	Theses - Honours and undergraduate Undergraduate and honours theses submitted or completed by students for the purposes of assessment or evaluation. Includes postgraduate coursework theses (where student is not working towards a higher degree).	Retain for 5 years after date of submission.	Faculties
601.3/C158	Theses - Higher degree (awarded) Theses submitted by higher degree students where the student is awarded the higher degree.	Retain for 15 years after last action AND after reference ceases.	Faculties
601.3/A12	AWARDS, PRIZES AND MEDALS <i>The activities associated with nominating and granting of student awards, prizes or medals based on specific criteria such as academic merit.</i>		
601.3/C75	Applications Applications submitted by students for awards or prizes administered by the university.	Retain until end of appeal period.	Faculties
601.3/C82	Ceremonies Administrative arrangements for presentation ceremonies for awards and prizes.	Retain for 6 months after last action.	Faculties
601.3/C76	Determination Records relating to the process of determining recipients of awards, prizes or medals.	Retain for 5 years after last action.	Faculties
601.3/C77	Establishment Records relating to the establishment, rules, and conditions of awards, prizes or medals administered by the university. <i>See University Governance - Contractual arrangements for records relating to agreements.</i>	Retain permanently.	Faculties
601.2/C174	Medals - design and manufacture Records relating to the design and manufacture of medals.	Retain permanently.	Faculties
601.3/C78	Nomination Nomination of students for awards or prizes.	Retain for 1 year after last action.	Faculties
601.3/C80	Recipient Register Registers of recipients of awards, prizes or medals.	Retain permanently.	Faculties

Reference	Description of records	Disposal action	Responsibility for Disposal
601.2/A87	CURRICULUM MANAGEMENT <i>The activities associated with development, approval and review of curriculum. Includes accreditation. See Teaching and Learning - Assessment for records relating to assessment and results for students.</i>		
601.3/C84	Accreditation by professional bodies - application process Records relating to the application for accreditation of courses or programs by professional or registration bodies. Records may include, but are not limited to: <ul style="list-style-type: none"> accreditation requirements application supporting evidence of meeting. 	Retain for 3 years after accreditation expires.	Faculties
601.3/C83	Accreditation by professional bodies - outcome Notification by accrediting body of outcome of application process.	Retain for 50 years after last action.	Faculties
601.2/C281	Curricula approval Records relating to the approval of curricula.	Retain permanently	Faculties
601.3/C20	Curricula development and review - award courses/programs Records relating to the development and review of curricula for award courses/programs. Includes courses/programs that are developed but not approved.	Retain for 10 years after course/ program last offered.	Faculties
601.3/C21	Curricula development and review - non-award courses/programs Records relating to the development and review of curricula for non-award courses and programs. Includes bridging programs, English Language Intensive Courses for Overseas Students (ELICOS), foundation programs, tertiary preparation. Includes courses/programs that are developed but not approved.	Retain for 5 years after course/ program last offered.	Faculties Bond University College
601.2/C285	Course / subject details Course/subject outlines.	Retain for 10 years after course/program last offered.	Faculties
601.2/C286	Media recordings Audio/audio-visual recordings of lectures, tutorials, seminars, workshops, clinics, etc.	Retain for 6 months after last action.	ITS
601.3/C53	Resources and materials Resources including arrangement of guest lecturers and materials used in course, subject or unit delivery. Records may include, but are not limited to: <ul style="list-style-type: none"> audio visual teaching aids lecture notes readings self-assessment exercises study guides. See Assessment for assignment outlines & examination papers.	Retain for 2 years after last action.	Faculties
601.2/A59	ENROLMENT <i>Activities & processes associated with students' initial & continuing enrolment in a course or program of study.</i>		
601.2/C158	Academic progress Records relating to the academic progress of individual students. Records may include, but are not limited to: <ul style="list-style-type: none"> exclusions, academic progress, academic standing, show cause warnings regarding failure or potential failure to meet academic requirements withdrawal without academic penalty. 	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.	Head, Student Business Centre
601.3/C117	Course participation Records relating to evidence of how individual students meet course participation conditions. Records may include, but are not limited to: <ul style="list-style-type: none"> blue card/suitability card first aid certificate 	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.	Faculties for Program Compliance documentation, Head, Student Business Centre

Reference	Description of records	Disposal action	Responsibility for Disposal
	<ul style="list-style-type: none"> immunisation certificate notification to immigration on enrolment status proof of completion of compulsory or elective internal or external induction/safety programs. visa approvals. 		for international student compliance
601.3/C114	<p>Credit articulation Precedent records associated with the arrangement for approving credit for units of study completed by students at another institution.</p>	Retain for 10 years after arrangement ceases or superseded.	Head, Student Business Centre
601.3/C10	<p>Enrolment - administrative verification Records relating to the enrolment of students into courses or programs of study. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> enrolment forms; change of classes changes to enrolment, including enrolment overload and change of plan or major course cancellation enrolment verification/confirmation individual student arrangements, arrival times reenrolment forms, including requests to undertake restricted courses. 	Retain for 6 months after last action.	Head, Student Business Centre
601.3/C60	<p>Enrolment - other records Other records relating to the enrolment of students into courses or programs of study, not covered under Enrolment - administrative verification. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> confirmation of candidature credit transfer exemption from English language enhancement course leave of absence. 	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.	Head, Student Business Centre and Faculties (confirmation of candidature)
601.3/C59	<p>Non-award courses/programs Records relating to the enrolment of individual students in non-award courses/programs such as English language programs, prior to their admission or in association with their studies. These programs are not part of the award programs/courses of the university (e.g. English Language Intensive Course for Overseas Students (ELICOS), BOTPLS). Records may include, but are not limited to:</p> <ul style="list-style-type: none"> enrolment and class attendance. 	Retain for 2 years after last action.	Director, Bond University College
601.3/C62	<p>Requests - academic records Requests from student for copies of academic records including academic transcripts and official letters.</p>	Retain for 6 months after last action.	Head, Student Business Centre
601.2/A90	<p>EVALUATION (INCLUDING EVALUATION OF TEACHING AND SURVEYS) <i>Activities relating to the collection of information and assessment of teaching processes (e.g. Australian Graduate Survey, student surveys, evaluation of teaching, course experience questionnaire).</i></p>		
601.2/C295	<p>Administration Records relating to administrative activities associated with the collection of data for an evaluation of teaching.</p>	Retain for 2 years after last action.	DVC (Academic)
601.2/C296	<p>Data Analysis and survey data.</p>	Retain for 5 years after last action.	DVC (Academic)
601.3/C58	<p>Evaluation survey - master set Master set of evaluation survey templates.</p>	Retain for 5 years after last action.	DVC (Academic)
601.3/C107	<p>Reporting Reports on the outcome of evaluation activities.</p>	Retain for 5 years after last action.	DVC (Academic)
601.2/A60	<p>GRADUATION <i>The activities associated with the conferral of an academic award following the completion of course or program</i></p>		

Reference	Description of records	Disposal action	Responsibility for Disposal
	<i>requirements. Also includes the award of honorary degrees to persons external to the university.</i>		
601.2/C163	Academic dress Records relating to academic dress protocol.	Retain permanently.	Head, Student Business Centre
601.3/C12	Administration Records associated with communicating graduation information to students. Records may include, but are not limited to: <ul style="list-style-type: none"> graduation ceremony allocation student application to graduate. 	Retain for 6 months after last action.	Head, Student Business Centre
601.3/C13	Conferral proceedings Records relating to the proceedings of conferral of certificates at a ceremony. Records may include, but are not limited to: <ul style="list-style-type: none"> audio visual recordings of proceedings graduation programs protocols; transcripts of guest speeches. 	Retain for 10 years after last action.	University Registrar SUPPOR
601.3/C11	Eligibility to graduate Records relating to the determination of eligibility to graduate. Includes approval of conferral lists and the calculation and approval of the honours classification.	Retain for 10 years after last action.	Head, Student Business Centre
601.2/C166	Honorary degrees - accepted Records relating to the nomination and recommendation for the award of an honorary degree. <i>See Student Administration - Graduation - Conferral proceedings for records relating to conferral of award.</i>	Retain permanently.	Company Secretary
601.2/C167	Honorary degrees - refused or deferred Records relating to refusal of offer of honorary degree and those not proceeding or deferred.	Retain for 10 years after last action.	Company Secretary
601.3/C56	Replacement testamurs and graduation statements Records relating to requests for replacement degree certificate or graduation statement. Records may include, but are not limited to: <ul style="list-style-type: none"> payment of a fee statutory declaration. 	Retain for 5 years after last action.	Head, Student Business Centre
601.2/C170	University graduands Master record of university graduands.	Retain permanently.	Head, Student Business Centre
601.3/A14	GRIEVANCES <i>The activity of investigating a grievance raised by a student.</i>		
601.3/C87	Grievance - cases Records relating to the investigation of grievances raised by students, usually relating to academic or administrative decisions.	Retain for 7 years after last action.	Academic Secretariat
601.2/A61	MISCONDUCT (ACADEMIC) <i>The activities associated with the management of misconduct involving a breach by a student of academic standards which may involve plagiarism, falsifying results, cheating, etc., and may include the imposition of a penalty.</i>		
601.2/C171	Allegations - academic misconduct Records relating to allegations of misconduct.	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.	Academic Secretariat
601.2/A62	MISCONDUCT (NON-ACADEMIC)		

Reference	Description of records	Disposal action	Responsibility for Disposal
	<p><i>The activities associated with the management of matters relating to student discipline such as harassment, property damage or other forms of misconduct that do not involve academic studies. Student discipline is authorised by a university statute.</i></p> <p>See Student Administration - Misconduct (Academic) for records relating to academic misconduct.</p>		
601.2/C172	<p>Allegations - non-academic misconduct Records relating to allegations of student misconduct.</p>	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.	Academic Secretariat
601.2/C173	<p>Investigations - non-academic misconduct Records relating to interaction with external agencies regarding criminal or legal investigations into student non-academic misconduct. See the General Retention and Disposal Schedule for Administrative Records for records for other legal records.</p>	Retain for 7 years after last action.	Academic Secretariat
601.2/A93	<p>PRACTICUM <i>The activities associated with managing student work placements whereby students practise activities learned in relation to a course or program of study. Includes clinical placements and experiential learning.</i> See University Governance - Contractual arrangements for records relating to agreements with organisations for the placement of students.</p>		
601.2/C310	<p>Administration Records relating to administrative arrangements relating to placements.</p>	Retain for 2 years after last action.	Career Development Centre
601.2/C312	<p>Participation Summary records providing proof of the number of hours completed and level of performance by students undertaking practicum (e.g. nursing and teaching).</p>	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.	Faculties
601.3/A23	<p>PROGRAM AND COURSE GUIDES <i>The activity of developing guides to programs and courses offered by the university.</i> <i>University publications are required for legal deposit with the State Library of Queensland, the Parliamentary Library and the National Library of Australia under the Libraries Act 1988 and the Copyright Act 1968.</i> See the General Retention and Disposal Schedule for Administrative Records for records relating to the drafting and release of publications.</p>		
601.3/C146	<p>Program/course catalogue Master version of the program/course catalogue or listing that describe the programs/courses and their requirements. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> handbooks of programs/courses. 	Retain permanently.	Faculties General Manager – Marketing and Communications
601.3/A13	<p>SCHOLARSHIPS, SPONSORSHIPS AND BURSARIES <i>The activities associated with awarding a student with a benefit or package of benefits, which includes a financial consideration, awarded on the bases of specified criteria. These criteria may be based on academic or other merit, and/or be equity related.</i></p>		
601.3/C69	<p>Administration - Scholarships, sponsorships and bursaries Records relating to the administration of internal or external scholarships, sponsorships or bursaries for individual students. Includes successful applications and applications which are successful but do not proceed or are abandoned.</p>	Retain for 7 years after last action.	General Manager - Admissions
601.3/C70	<p>Applications - Unsuccessful Unsuccessful applications submitted by students for scholarships, sponsorships or bursaries.</p>	Retain until end of appeal period.	General Manager - Admissions
601.3/C81	<p>Ceremonies Administrative arrangements for presentation ceremonies for scholarships, sponsorships and bursaries.</p>	Retain for 6 months after last action.	Faculties

Reference	Description of records	Disposal action	Responsibility for Disposal
601.3/C71	Determination Records relating to the process of determining recipients of scholarships, sponsorships or bursaries.	Retain for 5 years after last action.	General Manager - Admissions
601.3/C72	Establishment Records relating to the establishment, rules and conditions or scholarships, sponsorships or bursaries. See University Governance - Contractual arrangements for records relating to agreements.	Retain permanently.	University Registrar
601.3/C74	Promotion Records associated with promoting availability of scholarships, sponsorships or bursaries.	Retain for 2 years after last action.	General Manager, Marketing and Communications
601.3/C73	Recipient register Registers of recipients of scholarships, sponsorships or bursaries.	Retain permanently.	General Manager – Admissions In eStudent
601.2/A64	SEMESTER TIMINGS (ACADEMIC YEAR) <i>The activities associated with organising the structure & duration of teaching periods over the academic year.</i>		
601.2/C184	Academic Year Records relating to the organisation and structure of the academic year. Records include, but are not limited to semester and other teaching period dates, key administrative and committee dates.	Retain for 1 year after academic calendar superseded.	Head, Student Business Centre
601.2/A65	STUDENT DETAILS <i>The processes involved in maintaining accurate and up to date personal and academic details for current and non-current students.</i> See Student Administration - Student files for other records relating to individual students. See the General Retention and Disposal Schedule for Administrative Records for records relating to legal discovery not associated with Right to Information applications.		
601.2/C185	Change of particulars Change of name, address or other details.	Retain until details are updated in the student management system.	Head, Student Business Centre
601.2/C186	Identity cards Photographic images for student identity cards. Includes negatives.	Retain until reference ceases.	Head, Student Business Centre
601.2/C187	Verification of details External enquiries and verification of personal details, academic records and student academic progress.	Retain for 1 year after last action.	Head, Student Business Centre
601.2/A66	STUDENT EXCHANGES <i>The activities involved in arranging opportunities for students to attend another institution, whilst still being enrolled at the university.</i> See University Governance - Contractual arrangements for records relating to agreements.		
601.3/C14	Applications to attend another institution - successful Successful applications for a student to enrol at another institution under an exchange program.	Retain for 2 years after end of period of enrolment.	Manager, Study Abroad and Exchange
601.2/C189	Applications to attend another institution - unsuccessful Unsuccessful applications for a student to enrol at another institution under an exchange program.	Retain for 6 months from last action.	Manager, Study Abroad and Exchange
601.2/C190	Applications to attend own institution - successful Successful applications for enrolment under an exchange program for students from another institution.	Retain for 1 year after end of period of enrolment.	Manager, Study Abroad and Exchange
601.2/C191	Applications to attend own institution - unsuccessful Unsuccessful applications for enrolment under an exchange program for students from another institution.	Retain for 6 months after last action.	Manager, Study Abroad and Exchange

Reference	Description of records	Disposal action	Responsibility for Disposal
601.2/A67	<p>STUDENT FEES AND CHARGES <i>The processes involved in establishing, determining and administering the fees and charges to be levied on students, including student contribution fees, tuition fees, student services charge and library fines.</i> See University Governance - Annual submissions for annual submission to the Commonwealth department responsible for higher education. See Support Services - Financial Assistance for records relating to the administration of student loans programs.</p>		
601.2/C193	<p>Administration - fees and fines Records relating to the administration and collection of tuition fees (other than student contribution fees) and library fines. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> correspondence relating to outstanding fees, fines and non-payment. 	Retain for 5 years from end of last financial year.	Credit Manager
601.2/C194	<p>Administration - sanction for non-payment (Not Paid) Records relating to the administration of the sanction for non-payment of tuition fees (other than student contribution fees) and library fines.</p>	Retain for 70 years from date of enrolment.	Director of Finance
601.2/C195	<p>Administration - sanction for non-payment (Paid) Records relating to the administration of the sanction for non-payment of tuition fees (other than student contribution fees) and library fines.</p>	Retain for 3 months after last action.	Director of Finance
601.2/C196	<p>Commonwealth Government payment options - Tax File Number supplied Records relating to the payment option of Commonwealth Government student contribution fees where student Tax File Number details have been provided.</p>	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.	Head, Student Business Centre As it relates to FEE-HELP
601.2/C197	<p>Schedule of fees Schedules of fees set.</p>	Retain for 10 years from year to which schedule relates.	Director of Finance
601.2/A68	<p>STUDENT FILES <i>Documentation on Student Files relates to some or all of the following activities: academic progress; appeals; assessment; credit transfer; enrolment; fees and charges; graduation; leave of absence and cancellation; loans and repayments; placements; prizes and awards; and program advice.</i></p>		
601.2/C198	<p>Summary student data Record comprising a summary of all student data maintained in an enterprise system for the purpose of providing information on individual students. Information may include, but is not limited to:</p> <ul style="list-style-type: none"> student name; student ID; date of birth; enrolment summary; misconduct summary; and awards/courses completed. <p><i>Where information cannot be maintained in a summary format, retain source records as per relevant record class in this Schedule.</i> See Teaching and Learning - Assessment - Academic Record for official student academic records.</p>	Retain permanently.	Head, Student Business Centre
601.2/A69	<p>STUDENT INTAKE LOAD <i>The management of intake of cohorts of students to programs and or courses. Also called Load Management.</i> See the General Retention and Disposal Schedule for Administrative Records for records relating to planning and funding.</p>		
601.2/C199	<p>Administration Records relating to the management of student load intake into programs and or courses.</p>	Retain for 5 years after last action.	Director of Finance

Reference	Description of records	Disposal action	Responsibility for Disposal
	Records may include, but are not limited to: <ul style="list-style-type: none"> • projection and target reports • student load statistic reports. 		
601.2/A96	TIMETABLING <i>The activities associated with the organisation, control and scheduling of classes and examinations for students.</i>		
601.2/C321	Administration Records relating to the booking of classes, exams and workshops for teaching purposes or other purposes.	Retain for 1 year after last action.	Head, Student Business Centre