



# Records disposal schedule

**Records Disposal Schedule  
Human Resources Management  
Charles Darwin University**

**Disposal Schedule No. 2016/21**

**November 2016**

Disposal Schedule for Human Resources Management Records of the Charles Darwin University	2016/21  November 2016
---	------------------------------

For information and advice, please contact  
NT Records Service  
Department of Corporate and Information Services  
GPO Box 2391  
Darwin NT 0801

Email: [NTG.RecordsPolicy@nt.gov.au](mailto:NTG.RecordsPolicy@nt.gov.au)  
Telephone: (08) 8924 3847  
Facsimile: (08) 8924 3880  
Website: [http://www.nt.gov.au/dcis/info\\_tech/records\\_policy\\_standards/index.shtml](http://www.nt.gov.au/dcis/info_tech/records_policy_standards/index.shtml)

## Table of contents

<b>Preamble</b> .....	<b>iii</b>
Introduction.....	iii
<b>Structure of a Records Disposal Schedule</b> .....	<b>iii</b>
Function.....	iv
Activity .....	iv
Record Class .....	iv
Status and Disposal Action .....	iv
<b>About this Records Disposal Schedule</b> .....	<b>vi</b>
Purpose .....	vi
Scope .....	vi
Responsibility .....	vi
Authority .....	vi
Re-sentencing Records .....	vi
Regulatory Framework.....	vi
Related Documents .....	vi
Normal Administrative Practice .....	vii
Notification of Destruction .....	vii
Acknowledgement .....	vii
<b>Compliance Checklist</b> .....	<b>viii</b>
<b>Disposal Schedule</b> .....	<b>1</b>
1. Human Resources Management.....	1
1.1 Advice.....	1
1.2 Agreements .....	2
1.3 Committees.....	3
1.4 Control .....	4
1.5 Discipline .....	5
1.6 Employee History.....	6
1.7 Grievances.....	8
1.8 Industrial Relations .....	9
1.9 Performance Management.....	11
1.10 Planning.....	12
1.11 Position History .....	13
1.12 Procedures .....	14
1.13 Recruitment .....	15
1.14 Restructuring .....	16
1.15 Staff Development .....	17
1.16 Staff Exchange Programs .....	18
1.17 Study Leave.....	19

1.18 Workers Compensation.....20

## 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<sup>1</sup>. 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 / vice chancellor 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](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.<sup>2</sup>

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.

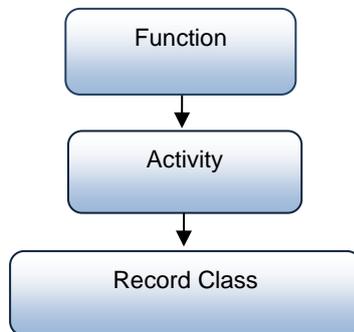
---

<sup>1</sup> S.145 *Information Act*

<sup>2</sup> 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 Human Resources Management function of the Charles Darwin University.

### Scope

Application of this Records Disposal Schedule is mandatory for Human Resources Management records of the Charles Darwin University. This Records Disposal Schedule applies to Charles Darwin University records in all formats.

### 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. 2016/21 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 November 2016 and is effective immediately.

### Re-sentencing Records

All records sentenced under a superseded records disposal schedule [not applicable] are to be re-sentenced using this schedule.

### Regulatory Framework

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

- *Charles Darwin University Act*
- *Fair Work Act 2009*
- *Fair Work Regulations 2009*
- *Charles Darwin Enterprise Agreements*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489-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 Charles Darwin University
- current authorised disposal schedules for Charles Darwin University

### **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.

<b>Compliance Checklist</b>	
<input type="checkbox"/> Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records	<input type="checkbox"/> Stop applying sentences from previous schedules that have been revoked or amended
<input type="checkbox"/> 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	<input type="checkbox"/> Retain all records in good order and condition to be available for retrieval during the retention period.
	<input type="checkbox"/> Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
<input type="checkbox"/> Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records	<input type="checkbox"/> 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
<input type="checkbox"/> 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	<input type="checkbox"/> 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
<input type="checkbox"/> Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule	<input type="checkbox"/> Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation
<input type="checkbox"/> 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	<input type="checkbox"/> Inactive records can be transferred to offsite service providers providing they have been sentenced
<input type="checkbox"/> 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	<input type="checkbox"/> Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
<input type="checkbox"/> 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	<input type="checkbox"/> Notify the NT Records Service of destruction of all records
<input type="checkbox"/> Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly	<input type="checkbox"/> Do not destroy records that are not described in an authorised records disposal schedule.
<input type="checkbox"/> Identify records that require re-sentencing where a previous disposal schedule has been superseded	<input type="checkbox"/> Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

## Disposal Schedule

### 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

#### 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 formal advice given to senior management of the University, such as policies, procedures, employment schemes and legislation, in relation to human resources management.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting routine advice given to teachers and staff across the University, such as policies, procedures and legislation, in relation to human resources management.	Temporary Destroy 3 years after action completed

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 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	<p>Records documenting the establishment, negotiation, maintenance and review of agreements with other governments, government organisations or bodies, and industry stakeholders in relation to human resources management, such as Workplace Agreements and Awards.</p> <p>Includes memoranda of understanding, service level charters and related correspondence.</p>	<p>Temporary</p> <p>Destroy 7 years after expiry or termination of agreement</p>

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.3 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
1.3.1	Records documenting internal administrative committees in relation to human resources management.  Includes agendas, minutes and discussion papers.	Temporary  Destroy 10 years after action completed

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.4 Control

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	<p>Register of employees:</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- employee details</li> <li>- contract details</li> <li>- terminations</li> <li>- payroll details</li> <li>- training details</li> <li>- secondments</li> </ul>	<p>Permanent</p> <p>Retain in organisation</p>

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.5 Discipline

The activities associated with improving the performance and compliance with organisation standards by correcting unsatisfactory behaviour.

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Records documenting disciplinary action to manage employees for the purposes of correcting unsatisfactory behaviour and improving job performance.</p> <p>Includes file notes, interview notes, witness statements, reports and written notices of warnings.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.6 Employee History

The activities associated with documenting the employment history of all individual employees with the University. Including personal records, such as terms and conditions, individual salary, leave and other entitlements, etc.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Personal case files of the Chancellor and Vice-Chancellor.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- date of employment</li> <li>- designations</li> <li>- remunerations</li> <li>- personal details</li> <li>- qualifications</li> <li>- details of citizenship</li> <li>- medical reports</li> <li>- details of dependents</li> <li>- leave details</li> <li>- transfers, resignations and reappointments</li> <li>- suspensions and dismissals</li> </ul>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.6.2	<p>Personal case files of all employees, excluding the Chancellor and Vice Chancellor.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- date of employment</li> <li>- designations</li> <li>- remunerations</li> <li>- personal details</li> <li>- qualifications</li> <li>- details of citizenship</li> <li>- medical reports</li> <li>- details of dependents</li> <li>- leave details</li> <li>- transfers, resignations and reappointments</li> <li>- suspensions and dismissals</li> <li>- notices of abandonment of employment</li> </ul>	<p>Temporary</p> <p>Destroy 75 years after date of birth or 7 years after separation, whichever is the later</p>
1.6.3	Records documenting criminal history checks	Retain until assessment of

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.6 Employee History

The activities associated with documenting the employment history of all individual employees with the University. Including personal records, such as terms and conditions, individual salary, leave and other entitlements, etc.

Class No.	Description of Records	Status and Disposal Action
	<p>undertaken on an employee who is performing relevant or prescribed duties to assess their ongoing risk and suitability for a role.</p> <p>Includes criminal history checks of persons the organisation proposes to engage or employ to perform relevant or prescribed duties as well as contractors, students and volunteers.</p> <p>Records include correspondence with Safe NT, working with children cards, and supporting documentation and criminal history report.</p>	<p>individual is complete.</p>

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.7 Grievances

The activities associated with issues or complaints raised by employees in relation to any workplace action or decision which directly affects them and which they perceive to be unfair or unreasonable.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting formal grievances lodged by an employee and considered either internally within the University, or by an external body.</p> <p>Includes file notes, minutes, reports and final recommendations.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.8 Industrial Relations

The activities associated in establishing formal relations with the University's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards. Also includes industrial disputes.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting appeals against a decision or order made by an external industrial relations body, such as the Fair Work Ombudsman, where the organisation is the major participant in negotiations.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.8.2	Records documenting appeals against a decision or order made by an external industrial relations body, such as the Fair Work Ombudsman, where the organisation is not the major participant in negotiations.	Temporary Destroy 3 years after action completed
1.8.3	Records documenting industrial disputes of a significant nature including, but not limited to, those that set a precedent result in innovative or significant changes to working conditions.  Records may include communication between parties, records of refusal to attend, or perform work reports.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.8.4	Records documenting industrial disputes of a minor nature.  Includes communication between parties, records of refusal to attend, or perform work reports and statistical returns.	Temporary Destroy 10 years after action completed
1.8.5	Records documenting the development and negotiation of industrial and workplace agreements and awards.  Includes enterprise bargaining. Records may	Temporary Destroy 10 years after action completed

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.8 Industrial Relations

The activities associated in establishing formal relations with the University's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards. Also includes industrial disputes.

Class No.	Description of Records	Status and Disposal Action
	include, but are not limited to <ul style="list-style-type: none"> <li>- records of consultation eg minutes of meetings</li> <li>- draft versions of awards or agreements exchanged between parties</li> </ul>	
1.8.6	Records documenting meetings and contact with unions and employee representative groups held to discuss industrial relations matters including meetings between management and employee, unions or union representatives and staff. Excludes meetings relating to the resolution of substantive industrial relations issues, e.g. agreements, awards or disputes	Temporary Destroy 5 years after action completed

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.9 Performance Management

The activities involved in identifying, evaluating and developing employee work performance to meet the University's overall goals and objectives.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting the evaluation and review of an employee's performance. Includes development plans, assessment reports, performance agreements, performance counselling.	Temporary Destroy 7 years after action completed
1.9.2	Records documenting the development, implementation and management of employee performance management programs including reward and recognition schemes.  Records approvals development records reports reviews.	Temporary Destroy 5 years after action completed

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.10 Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records documenting workforce and succession planning, including leadership and development programs.</p> <p>Records include development records, employment plans, equality of employment opportunity (EEO) management plans, personnel plans, reviews, succession plans and workforce plans.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.11 Position History

The process of documenting the history of a single position or job within the University, including job descriptions, advertisements, records of incumbents etc.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting the design and history of positions with the University, where the position is approved for creation. Includes business cases, internal memos, job descriptions and related correspondence.  Includes records of incumbents, selection reports, successful applicant's application and approvals to fill vacancy and supporting documentation.	Temporary Destroy 7 years after position abolished or superseded
1.11.2	Records documenting the design of positions with the University where the position is not approved for creation.  Includes business case, internal memos, job analysis and job descriptions.	Temporary Destroy 5 years after action completed

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.12 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.12.1	Master set of procedures in relation to human resources management.	Temporary Destroy 10 years after procedure superseded
1.12.2	Records documenting the development of procedures in relation to human resources management.  Includes draft versions, background research, consultation notes and other related documents.	Temporary Destroy 5 years after action completed

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.13 Recruitment

Records relating to the recruitment process. Includes advertisements, details of position and duty statement, composition of interview panel, applications received, interview and referee questions.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records documenting the recruitment and selection of employees. Excludes criminal history checks and applications of successful applicants.  Records include approvals, competency assessments, interview questions and responses, interview reports and schedules notifications, panel recommendation reports, referee reports rejected offers results of psychological tests and unsuccessful applications.	Temporary Destroy 3 years after action completed
1.13.2	Records documenting unsolicited applications and resumes for employment received by the university.	Temporary Retain until reference ceases.

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.14 Restructuring

The activities involved in the reassessment and/or reorganisation of the activities, goals and structure of an organisation. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Organisation-wide organisational charts produced after major restructure, or an extensive internal restructure held by the area of the organisation responsible for the establishment function.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.14.2	Copies of organisation-wide charts held in other areas of the University, or charts showing lower levels of the organisation.	Temporary Destroy when reference ceases

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.15 Staff Development

The activities involved in encouraging staff to develop their skills and abilities through activities, programs and events to maximise their potential and increase their productivity. Includes induction.

Class No.	Description of Records	Status and Disposal Action
1.15.1	<p>Records documenting administrative arrangements for training programs, seminars, conferences and workshops organised by the university or attended by employees.</p> <p>Records include applications, attendance lists, bookings, confirmations, contact lists, invitations and publicity material.</p> <p>May include copy of conference proceedings.</p>	<p>Temporary</p> <p>Destroy 5 years after action completed</p> <p>One copy of proceedings deposited with the Library Services.</p>
1.15.2	<p>Final approved versions of training material for courses run internally by the university for employees, such as induction training, graduate training and volunteer training.</p>	<p>Temporary</p> <p>Destroy 5 years after action completed</p>

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.16 Staff Exchange Programs

The activities associated with administering staff exchange programs with other institutions.

Class No.	Description of Records	Status and Disposal Action
1.16.1	Records documenting staff exchange programs with other institutions participated by both academic and non-academic staff of the University.  Includes agreements, reports and other supporting documents.	Temporary  Destroy 75 years after date of birth or 7 years after separation, whichever is the later
1.16.2	Records documenting staff exchange programs with other institutions where persons participate in the University's program.  Includes agreements, reports and other supporting documents.	Temporary  Destroy 7 years after arrangement expires

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.17 Study Leave

The activities involved in the process of administering study leave.

Class No.	Description of Records	Status and Disposal Action
1.17.1	Records documenting study leave or professional development granted to all academic and non-academic staff of the University.  Includes application forms, copies of transcripts papers, reports, and related correspondence.	Temporary  Destroy 75 years after date of birth or 7 years after separation, whichever is the later
1.17.2	Records documenting study leave or professional development applications that have not been approved.  Includes applications forms, notices of decisions and other related correspondence.	Temporary  Destroy 5 years after action completed

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.18 Workers Compensation

The activities involved in providing compensation to personnel injured during working hours or on the organisation's premises, or compensation to members suffering personal injury, loss of or damage to property as a result of the organisation's actions. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. Also includes insurance and claims for professional indemnity.

Class No.	Description of Records	Status and Disposal Action
1.18.1	<p>Records documenting claims for compensation submitted for personal injury, death, or loss or damage to personal property of the employee.</p> <p>Covers claims made under safety, rehabilitation and compensation legislation.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- incident/injury records</li> <li>- notifications to insurer, employer's reports of injury and supporting documents</li> <li>- records of acceptance or denial of provisional liability from insurer and arrangement for payments when accepted</li> <li>- claims for compensation and other related documentation, eg statements of witnesses</li> <li>- correspondence and advice regarding the case, eg from the insurer, employee, doctors, injury management advisor, including minutes or notes of meetings</li> <li>- reports, eg progress reports, assessments</li> <li>- medical certificates and other medical reports</li> <li>- claim reviews and reassessment</li> <li>- records of disputes, including medical disputes, and conciliation</li> </ul>	<p>Temporary</p> <p>Destroy 75 years after date of birth or 7 years after separation, whichever is the later</p>

## 1. Human Resources Management

The function of managing employees of the Charles Darwin University, including persons working under scholarships, traineeships, apprenticeships and similar relationships. Includes recruitment, management of positions, staff development, managing grievances, honorary appointments and industrial relations.

### 1.18 Workers Compensation

The activities involved in providing compensation to personnel injured during working hours or on the organisation's premises, or compensation to members suffering personal injury, loss of or damage to property as a result of the organisation's actions. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. Also includes insurance and claims for professional indemnity.

Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> <li>- records of the outcomes of appeals, eg orders</li> <li>- agreements between parties</li> <li>- records relating to payment by the insurer records of acquisition of services of case managers</li> <li>- injury management plans for injured employee</li> <li>- rehabilitation providers' reports</li> <li>- details of vocational retraining or workplace adjustment if required</li> <li>- return to work plans</li> <li>- records of disputes over injury management or return to work, and mediation</li> <li>- records regarding fitness to continue</li> <li>- assessment and medical retirement</li> </ul>	
1.18.2	Routine activity reports sent from insurers to the University regarding premiums and claims made under their insurance policy.	Temporary Destroy 5 years after action completed