DISPOSING OF NORMAL ADMINISTRATIVE PRACTICE INFORMATION PROCEDURES

PURPOSE

To specify what information can be disposed of as part of Normal Administrative Practice without Corporate Governance approval.

PROCEDURES

1 What Kind of Information Falls into the Normal Administrative Practice Category?

1.1 Information that is short term, transitory or facilitative in nature. For example:

- appointment diaries/calendars (however, high level executive's diaries/calendars need to be retained);
- unsolicited letters offering goods and services;
- informal communications (with compliments slips, personal emails, phone messages);
- copies of mass circulated material (except for internal newsletters where only the MASTER copy should be captured into the corporate record keeping system).

1.2 Reference materials:

- copies of articles, reports, memos, minutes etc that have been kept for reference, where the original is stored in the corporate recordkeeping system;
- duplicates of University policies, procedures, guidelines, manuals etc that are used for reference. The master copy should be captured into the corporate record keeping system.

1.3 Published or promotional material:

- promotional material received by the University;
- external publications to which the University has no input ie newspaper or journal articles.

1.4 Working papers and rough calculations:

- working papers and background notes that will eventually be made into a draft;
- system printouts used to verify data or answer ad hoc queries (these can be regenerated out of the system if needed therefore don't need to be retained);
- routine calculations that will eventually be entered into a system or final document such as a submission, report etc.

1.5 Drafts not intended for further use or reference:

- drafts that do not contain significant or substantial changes;
- drafts that have been edited with minor grammar or spelling corrections.

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- NB – drafts that have had major changes in direction, content or revisions will need to be captured in the corporate record keeping system as evidence of the progression of the document.

2 When Do You Know Something Can Be Disposed of Under These Procedures?

2.1 Is the information covered by legislation or one of the University's disposal schedules?

2.2 If you don't know or if it is not covered you will need to answer the following questions. If your response to ALL of the questions is NO, then you can dispose of the information under Normal Administrative Practice.

- Is the information needed to clarify, support or give context to existing corporate information?
- Is the information needed to show how CQUniversity business was conducted?
- Is the information needed to demonstrate how a decision was reached?
- Is the information needed to show when or where a significant event occurred?
- Is the information needed because it indicates who was involved in making a decision or providing advice about CQUniversity business?
- Is the information likely to be required in the future to support legal proceedings?

2.3 If you are still unsure if the information can be disposed of under Normal Administrative Practice please contact the Records and Information Management team in the Corporate Governance Division for further advice and assistance.

DEFINITIONS

Corporate Information: information that is received, generated and captured to provide support to and evidence of the organisation's business activities and operations.

RESPONSIBILITIES

All CQUniversity employees are responsible for ensuring that any information disposed of under Normal Administrative Practice is of short term, transitory nature with no ongoing corporate value to the organisation.

RECORDS

All records relevant to these procedures are to be maintained in a recognised University recordkeeping system.

Approval Authority	Vice-Chancellor and President
Administrator	University Secretary
Original Approval Date	13 March 2012
Amendment History	
Date of Next Review	13 March 2015
Related Documents	Records and Information Management Policy

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