

Assessment, curriculum delivery and student progress documentation must be kept in accordance with the University's Records Management Policy and uploaded to **Content Manager, the University's electronic recordkeeping system**. The following table is a guide for Topic Coordinators and Course Coordinators on records that must be deposited in Content Manager.

Contact the Records Team in the Library for any questions about records retention requirements.

Type	Document	Retention
Assessment	Master copy of examination papers.	Retain Permanently
	Records relating to student practical and fieldwork assessments. Is the documentation related to practical or fieldwork activities <i>not</i> used for professional accreditation or clinical assessment purposes? If yes, then save submissions and related content**.	3 years after date of completion or termination
	Records relating to clinical assessments. Is there a patient or client* in the room (including real patients, mock patients or manikins/dummies)? If yes, then save submissions and related content**.	20 years after date of completion or termination
	Records relating to the assessment of postgraduate theses.	20 years after date of completion or termination
	Master copy of higher degree by research theses.	Retain Permanently
Curriculum Delivery	Course handbooks, Topic guides and assessment guides.	Retain Permanently
	Subject resources and materials used in course/topic delivery, e.g. subject/class outlines, presentation materials, delivery and lecture notes and schedules, study guides, readings and sample assignments, audio-visual teaching aides, manuals, induction material, assignment lists. Includes audio and audio-visual recordings of lectures, tutorials, seminars, workshops, clinics etc.	3 years after action completed
	Administrative records relating to award and non-award course/topic delivery, e.g. field work components, arrangements for laboratory sessions, management of professional placements, provision of mentoring services, preparation of course/topic schedules/timetabling, workload administration, etc.	3 years after action completed
	Records relating to the organisation, control and scheduling of classes, e.g. timetables, rosters, organising venues, allocation of staff to specific sessions.	3 years after action completed
Student Progress	Practicum assessment documentation* used for professional accreditation purposes. Is the student placement a requirement for their professional accreditation? If yes, then save submissions and related content**.	25 years after date of completion or termination
	Records relating to individual student placements and practicums and records relating to student attendance at placements and practicums includes placement and practicum assessment reports.	25 years after date of completion or termination

* Please note patient files, appointment registers and pricing for Flinders run clinics and practices have different retention periods to the student assessment and course records. Contact the Records Team for advice/confirmation of records retention requirements.

** Related content relates to instructions and records created in carrying out the assessment or placement. These may have a different retention requirement to the submissions. For more information please contact the Records Team in the Library via ServiceOne.