

**Staff information**

Record Type	Retain for
<p>Management systems that allow the identification and management of staff and volunteers in summary form, including:</p> <ul style="list-style-type: none"> <li>• staff and volunteer registers</li> <li>• employment registers</li> <li>• registers of personal files</li> <li>• personal history cards</li> <li>• internal staff directories</li> <li>• register of scholarships</li> <li>• consolidated register of recipients of awards and prizes</li> </ul>	<b>PERMANENT</b>
<p>Staff files for associate professors and above including Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellor, Chair, Reader, Executive Dean, Dean, Head of School and accorded titles, and senior executives whose position involves high-level strategic leadership, for example President and Vice-President, and personnel in the following categories:</p> <ul style="list-style-type: none"> <li>• employees who have made a major contribution to the community or have achieved considerable standing or notoriety</li> <li>• employees whose appointment is of historical significance, eg first of its kind</li> <li>• employees who were dismissed and whose manner of dismissal was extraordinary</li> </ul>	<b>PERMANENT</b>
<p>Staff files of all other agency employees, including ongoing, temporary, contract and part-time employees, postgraduate scholarship holders, non-academic honorary status holders and accorded titles, trainees, apprentices and volunteers etc.</p>	<b>TEMPORARY Destroy 100 years after date of birth</b>
<p>Superannuation – Member files for superannuation schemes sponsored by the University.</p>	<b>TEMPORARY Destroy 100 years after date of birth</b>
<p>Agency records relating to health monitoring of individuals engaged in the use of hazardous chemicals, substances and/or equipment, or other workplace hazards.</p>	<b>TEMPORARY Destroy 100 years after action completed</b>
<p>Records relating to counselling of staff or volunteers for purposes other than performance management.</p>	<b>TEMPORARY - Destroy 5 years after last action</b>

