



TRIM9
Content Manager

Tips & Tricks

Contracts/Agreements and Scholarship Information

Do you deal with contracts and agreements?

Do you manage any scholarship information?

Are you aware these are important records of the University?

It's important to remind staff that the above are high value records of the University. As such, this information needs to be captured in the University's approved records management system, TRIM.

Listed below are the **minimum** retention periods as outlined under State Records NSW legislation. The best way for the University to comply with these requirements is by storing the information in TRIM.

Contracts/Agreements

Contracting-Out

Records relating to the hiring and use of consultants, contractors, vendors, suppliers, employees from external bureau services or the services of shared service providers. Records include:

- Determinations of the need for services
- Specifications and conditions of engagement
- Invitations and receipts of bids
- Letters of engagement
- Correspondence and negotiations, including minutes or notes of meeting with main stakeholders
- Draft versions of agreements containing significant changes/alterations or formally circulated for comment
- Final, approved versions of agreements
- Performance and evaluation reports
- Variations to agreements

(A) For specialty contracts

Retain minimum of 12 years after expiry or termination of agreement or after action completed, whichever is later

(B) For Standard contracts of agreements

Retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is later

Agreements

Records relating to the establishment, negotiation, maintenance and review of agreements. Records include:

- Correspondence and negotiations including minutes or notes of meetings with main stakeholders or parties to the agreement
- Drafts containing significant changes/alterations or formally circulated for comment
- Final, approved versions of agreements
- Review of agreements

Agreements discussed here do not form part of contracting-out or tendering arrangements.

Retain minimum of 7 years after expiry or termination of agreement or minimum of 7 years after action completed, whichever is longer

Agreements – Higher value

There are a number of agreements and associated records that are required to be retained for longer periods than the above listed. These include:

Governing Bodies – Agreements

Agreements relating to the accountabilities of the body or the conduct of its responsibilities, e.g. agreements between the Minister and members of governing bodies, memoranda of understanding or accountability instruments.

Required as State archives (permanent record)

Government Relations – Agreements

Agreements with other government organisations:

- Concerning policies and procedures applying to the whole of government
- Concerning changes to the performance of statutory functions of the organisation, or
- Having implications for major liabilities or obligations of the organisation.

Required as State archives (permanent record)

Agreements with other organisations **not** including the above:

See Contracting-Out above for same retention periods

Strategic Management – Agreements

Agreements regarding the transfer of responsibilities and ownership of assets such as property, information etc due to administrative change, privatisation or corporatisation.

Required as State archives (permanent record)

Agreements regarding ownership rights or use of intellectual property, e.g. agreements to invest copyright in another author, person or organisation.

Retain minimum of 70 years after date of agreement, or after expiry date specified in agreement

Scholarships

Benefits, usually in the form of money, which are tenable by students for specific periods of time under certain conditions, e.g. proceeding to the next year in a course. They are generally gained on the basis of performance examinations.

Registers of recipients of scholarships, bursaries, prizes or fellowships

Required as State archives (permanent record)

Administrative arrangements

Records relating to administrative arrangements for the delivery of scholarships, bursaries, prizes or fellowships

Retain minimum of 6 years after action completed

Applications and nominations

Records relating to applications and nominations to receive scholarships, bursaries, prizes or fellowships including records relating to the decision-making process

Retain minimum of 1 year after action completed

Establishment

Records relating to the establishment and conditions of scholarships, prizes, bursaries and fellowships. This can include terms and conditions for both internal and external scholarships, prizes, bursaries and fellowships

Retain minimum of 10 years after scholarship, prize, bursary or fellowship is discontinued

Records relating to the management of scholarships, prizes, bursaries and fellowships. Includes funds management.

Retain minimum of 6 years after action

Link to Knowledge Guides

- For further information on how to use TRIM please [click here](#)