



## DESTROY RECORDS

Always wanted to know if, when or how you can destroy your records? See below for more information.

Different records must be kept for different lengths of time, and depending on the activity to which the record relates, may have particular requirements for storage and disposal. There are minimum retention periods determined by legislation for all records. You are not permitted to destroy records before the minimum time requirements, regardless of format (this includes emails).

The State Records Authority NSW (State Records NSW) has several disposal schedules specifying how long records should be kept (retention periods). This includes whether at the end of the specified retention periods, records may be destroyed or become State Archives (required to be retained permanently). The key schedules for the University are:

- [GA28: Administrative Records](#) (including Personnel and Financial Records)
- [GA47: Higher and further Education Records](#)

## THE PROCESS

If you have records that you believe can be destroyed:

- Download the [Request to Destroy Records](#) form from the Records Governance Services (RGS) web page.
- Complete the form following the instructions provided – ensure you enter significant information such as the description of the type of records and its contents as well as date ranges of the records
- Email the completed form to [records@newcastle.edu.au](mailto:records@newcastle.edu.au)

Records Governance Services will assess the records against the above listed retention and disposal authorities and provide authorisation for the records to be destroyed. **NO RECORDS SHOULD BE DESTROYED BEFORE RECEIVING WRITTEN APPROVAL TO DO SO.**

Once authorisation has been provided you can place your records in one of our blue disposal bins and secure destruction will be arranged. If you do not have access to one of these bins, please advise Records Governance Services who will be able to provide advice on how to proceed.

**NOTE:** Copies of master records stored elsewhere as the official University records do not require approval to be disposed (e.g. records that you have printed from TRIM for temporary reference use). These can be placed in a blue disposal bin for secure destruction at any time.