

Records Governance Services (RGS) - Record Destruction Authorisation Form - (D15/32067)

When requesting authorisation to destroy records (all formats) they must have met minimum retention requirements under the General Retention and Disposal Authorities issued under the State Records Act 1998 (NSW); and be no longer required for legal, administrative, financial or audit requirements. **ALL** records must be destroyed confidentially. Please contact **Records Governance Services (RGS)** for further advice on the destruction of digital metadata.

Instruction:

- Compete section 1 - 3 and email the completed form to records@newcastle.edu.au the form RGS for authorisation.
- Please refer to the State Records of NSW General Disposal Authority Schedules (GDA'S) to complete section 3, (see page 3 for the link to the GDA's).
- RGS will retain the original of the Request Authorisation Form and will return a copy to the Business Unit/School for further action
- Upon return of the Authorisation Form the Business Unit/School can dispose of the records

1. Person Making Request	
Name	
Faculty/ Unit	
Telephone	
Signature	

2. Authorisation		
Faculty/Unit Level Authorisation		
This section is to be signed by the Business Unit Manager/Head of School		
Are the records still required by your area, your Faculty/Unit, or the University, for any of these functions? If YES has been ticked for any of these functions, these records must be retained. Please indicate those records by ticking the RETAIN box in Section 3	Legal requirements (eg does legislation require some/all of the records to be retained, or are they required for, or related to, a current or expected legal case, etc.) Yes No	
	Administrative need (eg are some/all of the records still required to support the business activities of the University or is a student appealing against their final grade?) Yes No	
	Audit / financial requirements (eg do some/all of the records relate to an activity which is being audited, or about to be audited?) Yes No	
Name	Position	
Signature	Date	

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Please do not use abbreviations or acronyms

3. Records Destruction Details					
Record/Document Type <i>(Specify the title and description of the record contents or insert the record number if the records have been registered in TRIM)</i>	Medium (eg Paper)	Date Range <i>(From and To)</i>	Disposal Authority and Section No. authorising disposal (e.g GDA23 or GDA28). If you are unsure please contact the RGS Office.	Retain record? Tick box if YES	If box is ticked, please specify why this information is required.
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
Total Number of Records to be Destroyed					

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4. Retention Requirements - RGS Use		
Have the records satisfied minimum retention requirements? If NO, these records must be retained.	Yes	No
Signature – Manager: Records Governance Services		
Date		

5. Record Disposal (once fully approved)	
Destruction of records completed by	
Name	
Date	
Method of Destruction	

Please attach a destruction certificate from the contractor designated to destroy these records, if possible.

General Disposal Authorities GDA's:

[GA47 General Retention and Disposal Authority - Higher and further Education Records](#)

[GA28 General Retention and Disposal authority: Administrative & Personnel Records](#)

[GA28 Index Guide](#)