



Records disposal schedule

Records Disposal Schedule Student Administration Charles Darwin University

Disposal Schedule No. 2016/13

September 2016

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Preamble

Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so¹. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer / vice chancellor of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;
- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record.²

Each class of records created by an agency is described using classifications based on business analysis.

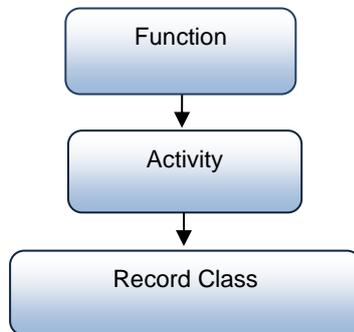
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1



Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

Permanent Records: Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction

should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

Sentence records with this records disposal schedule using the following five steps:

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

About this Records Disposal Schedule

Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Student Administration of the Charles Darwin University.

Scope

Application of this Records Disposal Schedule is mandatory for Student Administration records of the Charles Darwin University. This Records Disposal Schedule applies to Charles Darwin University records in all formats.

Responsibility

The Vice-Chancellor of the Charles Darwin University is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the *Information Act*.

Disposal Schedule No. 2016/13 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Vice Chancellor of the Charles Darwin University on 8 September 2016 and is effective immediately.

Regulatory Framework

The regulatory basis for this Records Disposal Schedule is defined in:

- *Charles Darwin University Act*
- *Disability Discrimination Act 1992*
- *Disability Standards for Education*
- *Education Services for Overseas Students Act 2000 (CTH)*
- *Higher Education Support Act 2003 (CTH)*
- *National Vocational Education and Training Regulator Act 2011 (CTH)*
- *The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:2002-Records Management

Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal

- policies and procedures of the Charles Darwin University
- current authorised disposal schedules for Charles Darwin University

Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (eg information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. compliment slips)
- a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the Disposal Schedule for Short Term Value Records unless the class of records has been identified in a specific disposal schedule.

Notification of Destruction

Provide formal notification of destruction of all records to the NT Records Service.

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

Acknowledgement

The NT Archives Service and the NT Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.

Compliance Checklist

<input type="checkbox"/>	Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records	<input type="checkbox"/>	Stop applying sentences from previous schedules that have been revoked or amended
<input type="checkbox"/>	Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service and NT Records Service	<input type="checkbox"/>	Retain all records in good order and condition to be available for retrieval during the retention period.
<input type="checkbox"/>		<input type="checkbox"/>	Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
<input type="checkbox"/>	Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records	<input type="checkbox"/>	Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
<input type="checkbox"/>	Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records	<input type="checkbox"/>	Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
<input type="checkbox"/>	Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule	<input type="checkbox"/>	Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation
<input type="checkbox"/>	Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format	<input type="checkbox"/>	Inactive records can be transferred to offsite service providers providing they have been sentenced
<input type="checkbox"/>	Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system	<input type="checkbox"/>	Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
<input type="checkbox"/>	Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record	<input type="checkbox"/>	Notify the NT Records Service of destruction of all records
<input type="checkbox"/>	Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly	<input type="checkbox"/>	Do not destroy records that are not described in an authorised records disposal schedule.
<input type="checkbox"/>	Identify records that require re-sentencing where a previous disposal schedule has been superseded	<input type="checkbox"/>	Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting formal advice given and received by the University such as the review of Australian Standards and legislation in relation to student administration within a University.	Permanent Transfer to NT Archives Service 10 years after action completed
1.1.2	Records documenting routine advice given to students and prospective students on all matters in relation to student administration, including accommodation arrangements such as good locations, public transport and lease agreements.	Temporary Destroy 3 years after action completed
1.1.3	Records documenting posts published on the online University notice board such as Study Stays. Includes approvals, copies of published posts and other related correspondence.	Temporary Destroy 1 years after action completed

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.2 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements and /or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the establishment, negotiation, maintenance and review of formal agreements in relation to student administration and equity services such as the Conoco Phillips agreement, the Academies Australasia Group and the New Colombo Plan for international students and partnership agreements. Includes copies of agreements and related correspondence.	Permanent Transfer to NT Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance and review of minor agreements in relation to student administration and equity services. Includes: <ul style="list-style-type: none"> - Exchange agreements - Service level agreements - Memoranda of understanding 	Temporary Destroy 7 years after expiry or termination of agreement

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.3 Committees

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting high-level committees, such as the Sydney and Melbourne Management Committee and SATAC, in relation to student administration. Includes: <ul style="list-style-type: none"> - notice of meetings - agendas - minutes - discussion papers - submissions 	Permanent Transfer to NT Archives Service 10 years after action completed
1.3.2	Records documenting internal administrative committees, such as the University Equity Committee, Academic Board, the University Learning Teaching Committee and the National Disability Coordination Officer Advisory Group.	Temporary Destroy 5 years after action completed

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.4 Contracting Out

The activities involved in arranging, procuring and managing the performance of work or the provision of goods or services by a contractor, consultant, service provider, or by using external bureau services. Includes contract management and work done under contractual agreements and service agreements made under contract. Sometimes referred to as outsourcing.

Class No.	Description of Records	Status and Disposal Action
1.4.1	<p>Records documenting the contracting out of services, such as the out of hours' telephone crisis support managed by Counsellors and education and migration agents with regards to international student enrolments.</p> <p>Includes signed contract, service level agreements, and other supporting documents.</p>	<p>Temporary</p> <p>Destroy 7 years after completion or other termination of contract</p>

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.5 Control

The activities associated with creating, maintaining and evaluating control mechanisms.

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Register of students in the student management system, such as Callista.</p> <p>Includes</p> <ul style="list-style-type: none"> - student details - enrolment details - academic progress - leave of absence - Grades - Graduation details <p>NOTE: For supporting documents see STUDENT HISTORY (1.16)</p>	<p>Permanent</p> <p>Retain in organisation</p> <p>(manage and migrate data to new platform during system upgrades)</p>
1.5.2	<p>Register of student concession cards.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Student details - Student ID number - Student photo <p>Concession and / or Student cards.</p>	<p>Permanent</p> <p>Retain in organisation</p> <p>(manage and migrate data to new platform during system upgrades)</p>
1.5.3	<p>Register of student cards issued for students that are not students of the Charles Darwin University, such as Essington International School and Navitas.</p>	<p>Permanent</p> <p>Retain in organisation</p> <p>(manage and migrate data to new platform during system upgrades)</p>

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.6 Counselling

The activities associated with the provision of support and guidance to students with regard to personal and career guidance.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting the provision of support and assistance to students by a professional counsellor. Includes client records, appointment schedules, and supporting documents.	Permanent Transfer to NT Archives Service 10 years after action completed
1.6.2	Records documenting the provision of information and assistance to students on employment, career guidance and job searches, including routine advice provided to international students such as visa conditions.	Temporary Destroy 3 years after action completed

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.7 Disability Services

The activities associated with the provision of access and equity services to students experiencing temporary or permanent disability.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting arrangements for the provision of specialist services or assistance for students with disabilities.</p> <p>Includes application forms, assessment notes, medical reports, medical certificates, transport and equipment arrangements, learning access plans and comments received by the lecturer.</p> <p>May include claim forms and remittance advices.</p>	<p>Temporary</p> <p>Destroy 7 years after student status is graduated or lapsed</p>
1.7.2	<p>Records documenting contact with students who have a disability however do not register with the Disability Service.</p> <p>Includes correspondence with students inviting them to apply with the service.</p>	<p>Temporary</p> <p>Destroy 3 years after action completed</p>

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.8 Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation. Includes requests made under the *Information Act*.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting student and non-student enquiries in relation to the Charles Darwin University such as admission processes, enrolments, what courses are available, PHD programs and on any relevant service that the University provides.	Temporary Destroy 3 years after action completed

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.9 Examinations

The activities involved in management of student examinations, including booking examination venues, supervision of exams and making relevant adjustments.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting the administrative arrangements for examinations and assessments including invigilation and supervision, special arrangements for individual students during examinations.</p> <p>Includes deferred examinations, special consideration, supervision / invigilation rosters, and class timetables.</p>	<p>Temporary</p> <p>Destroy 2 years after action completed</p>

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.10 Exchange Program

The activities involved in arranging opportunities for students to attend another institution whilst still being enrolled in the University.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting applications received for placement as an exchange student that have been accepted for exchange between the Charles Darwin University and other Universities, including internships, mentorships, practicums and research programs. Includes application forms, notices of acceptance and related correspondence.	Temporary Destroy 7 years after completion or abandonment of, withdrawal, discontinue or termination from course
1.10.2	Records documenting applications received for placement as an exchange student that have been refused.	Temporary Destroy 2 years after action completed

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.11 Extension Services

The activities involved in planning and developing educational activities and programs which raise awareness and understanding of the broader role of the organisation.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting the promotion and awareness of student administration services, including disability services for students enrolled in the University, such as media campaigns and other promotional activities.</p> <p>Includes approval memoranda, estimates, plans, photographs, presentation notes, handouts, brochures, fact sheets and other related documents.</p>	<p>Temporary</p> <p>Destroy 5 years after action completed</p>

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.12 Graduation

The activity of conferring of degrees or other qualifications on students who have met the criteria required to graduate. Includes the awarding of honorary degrees.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records documenting graduations/conferral ceremonies. Includes master copies of graduation programs, briefing papers for dignitaries and senior university officials, guest lists, protocol arrangements, photographs and multimedia formats of coverage of graduation.	Permanent Transfer to NT Archives Service 10 years after action completed
1.12.2	Records documenting administrative arrangements for the graduation/conferral ceremony. Includes applications to graduate, conferral list, attendance registrations, copies of student Graduand Selection Reports , venue bookings, catering, seating, special access, and lists of applicants and hire of academic dress	Temporary Destroy 2 years after graduation ceremony

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.13 Grant Allocation

The process of administering the provision of grants.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records documenting the granting of scholarships to successful student applicants. Includes applications, supporting documents and written applications.	Temporary Destroy 7 years after action completed
1.13.2	Records documenting unsuccessful applications for scholarships Includes applications, supporting documentation and written notices.	Temporary Destroy 3 years after action completed

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.14 Grant Funding

The activities associated with the application for and receipt of grants.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records documenting the application for grants by the university in relation to student administration from other government bodies, or organisations where the grant is received, such as Commonwealth grants, New Colombo Plan and the Endeavour Mobility Grant Program. Includes grant applications, notification letters, remittance advices, progress reports, financial statement, acquittal information, project schedules, and service agreements.	Temporary Destroy 7 years after grant acquitted
1.14.2	Records documenting the application for grants by the University to other organisations, such as the Commonwealth where the grant is not received. Includes grant application and notification letters.	Temporary Destroy 2 years after application not approved, cancelled or withdrawn

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.15 Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Master set of guidelines and operating procedures in relation to Student Administration.	Permanent Transfer to Northern Territory Archives Service 10 years after action completed
1.15.2	Records documenting the development of procedures and guidelines in relation to student administration.	Temporary Destroy 5 years after action completed

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.16 Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the grades of an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.16.1	Records documenting reports to the Department of Immigration and Border Protection on students who do not comply with student visa conditions.	Temporary Destroy 5 years after action completed

1. Student Administration

The function of managing domestic and international students studying higher education (coursework and research) and vocational education training with regards to administration, including admissions, enrolments, progression, fees, facilitating student examinations, coordination of graduation ceremonies, student counselling, careers and employment counselling and disability services.

1.17 Student History

The activities associated with the management of students enrolled in the University. Includes the recording of interactions between the university, faculties, schools and individual students.

Class No.	Description of Records	Status and Disposal Action
1.17.1	<p>Records documenting the history of students enrolled in the University, including Undergraduates, Postgraduates, Masters by Coursework, Postgraduate Diplomas, Masters by Research, Vocational Education Training (VET) students where the course has been completed, abandoned, withdrawn or terminated.</p> <p>Includes student personal details, academic progress, enrolments, VET Applications, fees and charges, leave of absence and cancellations, loans and repayments, placements, prizes and awards, program advice, deferrals, special considerations, graduand selection reports, change in status and other related correspondence.</p> <p>May include appeals against examination grades.</p> <p>May also include applications for student loans granted by the Commonwealth Government such as VET FEE-HELP under the Northern Territory Training Loan Scheme, HECS-HELP loans, FEE-HELP and OS-HELP loans.</p>	<p>Temporary Destroy 7 years after completion or abandonment of, withdrawal, discontinue or termination from course</p>