

# NUS Records Retention Schedule

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*Definition:*

A **records retention schedule** is a policy that defines how long data items must be kept and provides disposal guidelines for how data items should be discarded.

**Records retention schedules**, also called data retention schedules, are determined by the record type and the business, legal and compliance requirements associated with the data. Retention schedules establish guidelines regarding how long important information must remain accessible for future use or reference, as well as when and how the data can be destroyed when it is no longer needed.

The schedules are determined based on data type and ownership, and consider aspects such as the data's business value and associated regulatory compliance mandates. They often outline the business reason for retaining specific records, and designate what should be done with the data when it is eligible for disposal. Records retention schedules are designed to help maintain information governance-related regulatory compliance, as well as assure record disposal processes are legally defensible. As data volumes continue to grow at many businesses, records retention schedules can also help reduce records management and storage costs by disposing of data no longer relevant to business processes.

# 1 Meetings (MTG)

Description: The activity relating to the running of meetings to discuss strategic management issues

## 1.1 Internal (INT)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<p>NUS Council Meeting (CON)                      Executive Committee Meeting (EXC)                      Vice Chancellor's Committee Meeting (VCC)                      Senate Meeting (SEN)                      Senate Subcommittee (SENS)</p>	<p><b>PERMANENT</b>                      Master copy to be retained permanently. All other copies can be destroyed after administrative use is completed</p>	<p>Evidence of the decisions and recommendations by the appointed decision making body</p>	<p>The final papers going to the Meeting.                      E.g. Final minutes, Reports, other meeting documents</p>
<p>Audit Committee meeting (AUD)                      Finance Committee meeting (FIN)                      Tenders Committee meeting (TND)                      Professional Development Leave Committee Meeting (PDL)                      Information and Communications Technology Meeting (ICT)                      University Research and Ethics Committee Meeting (UREC)</p>	<p><b>TEMPORARY</b>                      Destroy <b>10</b> years after administrative use is completed.</p>	<p>Council documents also include the budget, annual and quarterly financial reports and the audit report</p>	<p>The final papers from meetings. E.g. Final minutes, Reports, other meeting documents</p>
<p>Other Internal Meetings (OIM)                      Ad-hoc Meetings (AHC)</p>	<p><b>TEMPORARY</b>                      Destroy <b>7</b> years after administrative use is completed.</p>	<p>Significant decisions from these meetings are referred to higher management committees where they will be kept as permanent. These records of lower level management meetings therefore do not need to be retained long term.</p>	<p>The final papers from divisional meetings.                      E.g. Final minutes, Reports, other meeting documents</p>
<p>Deputy Vice Chancellor AR Committee Meeting (DVCA)                      Deputy Vice Chancellor CS Committee Meeting (DVCC)                      VC Subcommittee (VCCS)                      PCC Meeting (PCC)</p>	<p><b>TEMPORARY</b>                      Destroy <b>5</b> years after administrative use is completed.</p>	<p>Significant decisions from these meetings are referred to higher management committees where they will be kept as permanent. These records of lower level management meetings therefore do not need to be retained long term.</p>	<p>The final papers from committee meetings.                      E.g. Final minutes, Reports, other meeting documents</p>

## 1.2 External (EXT)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Samoa Qualification Authority Meeting (SQA) Chief Executive Officer Forum (CEO) Ministry Education, Sports & Culture Meeting (MESC) Records Task Force Committee Meeting (RTF) Commonwealth of Learning Meeting (COL) Cabinet Development Committee Meeting (CDC) Samoan Language Commission Meeting (SLCM) Other External Meetings (OEM) ICT Steering Committee Meeting (ICTS) Educational Sector Meeting (EDS) Law & Justice Sector (LJS) NARA Board Meeting (NRA)	<b>TEMPORARY</b> Destroy 10 years after administrative use is completed.	Master Copy will be retained by the organizing Institution	The final papers from the meeting. E.g. Final minutes, Reports, other meeting documents

## 2 Committee Administrative Files (CMF)

Description: All other types of documents that refers to the meetings (Refer to category “1. Meetings” for the main meeting documents and final minutes)

### 2.1 Internal (INT)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
NUS Council Meeting (CON) Executive Committee Meeting (EXC) Vice Chancellor's Committee Meeting (VCC) Senate Meeting (SEN) Senate Subcommittee (SENS) Audit Committee meeting (AUD) Finance Committee meeting (FIN)	<b>TEMPORARY</b> Destroy after 5 years after administrative use is completed	Records of facilitating nature only, they hold no long term evidential value	All other types of documents that refers to the meetings E.g. draft minutes, meeting invitations, venue...

Tenders Committee meeting (TND) Professional Development Leave Committee Meeting (PDL) Information and Communications Technology Meeting (ICT) University Research and Ethics Committee Meeting (UREC) Other Internal Meetings (OIM) Ad-hoc Meetings (AHC) Deputy Vice Chancellor AR Committee Meeting (DVCA) Deputy Vice Chancellor CS Committee Meeting (DVCC) VC Subcommittee (VCCS)			
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## 2.2 External (EXT)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Samoa Qualification Authority Meeting (SQA) Chief Executive Officer Forum (CEO) Ministry Education, Sports & Culture Meeting (MESCC) Records Task Force Committee Meeting (RTF) Commonwealth of Learning Meeting (COL) Cabinet Development Committee Meeting (CDC) Samoan Language Commission Meeting (SLCM) Other External Meetings (OUN) ICT Steering Committee Meeting (ICTS) Educational Sector Meeting (EDS) NARA Board Meeting (NRA)	<b>TEMPORARY</b> Destroy after 5 years after administrative use is completed	Records of facilitating nature only, they hold no long term evidential value	All other types of documents that refers to the meetings E.g. draft minutes, meeting invitations, venue...

### 3 Faculties & Centers (FCC)

Description: All the documents related to the faculties and centers with high value for the NUS.

#### 3.1 Programs and Courses (PRC)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Course descriptor (CDS) Course Reader (CRD) Program Concept Paper (PCP)	<b>PERMANENT</b>	Valuable records representing the main function of the University. Representing the evolution of teaching programs and courses	Documents that refers to the teaching and courses in approved or form E.g. program concept paper, course descriptor, course reader, etc
Proposed Programmes (PPG) Proposed Courses (PCO) Other Matters on Programmes and Courses (OMPC)	<b>TEMPORARY</b> Destroy after 5 years, after administrative use is completed	Records of facilitating nature only, they hold no long term evidential value	Documents that refers to the teaching and courses. E.g. proposed courses and programs

#### 3.2 Faculties, Centers and University Reviews (FURW)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Faculty of Arts (FOA) Faculty of Applied Science (FOAS) Faculty of Education (FOE) Faculty of Business and Entrepreneurship (FOBE) Faculty of Medicine (FOM) Faculty of Science (FOS) Center of Samoan Study (CSS) Oloamanu Center (OLC) NUS's review (NUSR) Other Reviews Matters (ORM)	<b>PERMANENT</b>         <b>TEMPORARY</b>	Valuable records representing the main function of the University. Representing the quality of the faculties and centers	All the documents that refers to the reviews of the University, Faculties and Centers E.g Faculty Account, External Review Report, Faculty Response, University Programme Review Committee Report to Council, Council Resolution, other papers related to this reviews

## 4 Projects/Plans/Proposals (PPP)

Description: All the documents related to the Projects, Planning and Proposals.

### 4.1 Planning division (PLD)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Lands (LND) Maps (MAP) Blue Prints (BLP) Construction and Renovation (CSR)	<b>PERMANENT</b>	Records need to be retained permanently to satisfy legal, health & safety, and financial obligations. NUS is one of the national significance and the construction records hold historical value	All the documents that refers to the construction, renovation, lands belonging to the NUS. Also the proposals for new projects regarding NUS E.g. Property sale agreement, Land records, deed of conveyance, NUS Campus Plans, evacuation plans, , Blue prints, Certificate of approval, contract for construction, consolidated report on construction
Other Planning Documents (OPD)	<b>TEMPORARY</b> Destroy after administrative use is completed	They hold no long term evidential value	other documents related with planning that does not have historical value. E.g. divisional meetings minutes.....

### 4.2 Plans & Project Proposals (PRPP)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
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<p>Research Proposal (RSHP)</p> <p>Establishment Plan (ESPL)</p> <p>Campus Master Plan (CMP)</p> <p>Proposals (PRP)</p> <p>Development Plan (DVP)</p> <p>Space and Resources Requests (SRR)</p>	<p><b>TEMPORARY</b> Destroy after administrative use is completed</p> <p><b>PERMANENT</b></p>	<p>They hold no long term evidential value</p>	<p>All documents related to all kind of Proposals E.g. Quotes of building materials, building plan proposals, projects proposals</p>
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### 4.3 Projects (PRJ)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<p>Legislative Review Project (LRP)</p> <p>NUS Ocean Campus Project (OCP)</p> <p>NUS Cultural Centre (CCE)</p> <p>NUS Student Learning and Resource Centre (SLRC)</p> <p>Outdoor Amphitheatre (OTA)</p> <p>JICA Project (JCAP)</p> <p>Savaii Salelologa Office (SSO)</p> <p>NUS Fale Project (FLP)</p> <p>Other Projects (OPJ)</p> <p>AUS AID Project (AUSA)</p> <p>Education Sector Project (ESPJ)</p> <p>Merger Projects (MGP)</p> <p>Confucius Institute (CFI)</p> <p>Solar Lights Project (SLP)</p>	<p><b>PERMANENT</b></p>	<p>Records need to be retained permanently to satisfy legal, health &amp; safety, and financial obligations. NUS is one of the national significance and the construction records hold historical value</p>	<p>All the documents referring to the NUS Project that have been completed or on going. E.g. Project documents</p>



## 5 Agreements/Conventions/Contracts/Membership (ACCM)

Description: Establishment, maintenance, membership, review and negotiation of agreements and joint ventures.

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
5.1 <i>National (NAT)</i> 5.2 <i>International (INTL)</i> 5.3 <i>Accommodation (ACM)</i> 5.4 <i>Suppliers/Services (SPS)</i> 5.5 <i>Membership (MMS)</i> 5.6 <i>Expired (EXP)</i> 5.7 <i>Certificates (CRF)</i> 5.8 <i>Other Agreements Issues (OAI)</i> Agreements Reports (AGRR) 5.9 <i>Unsigned/Drafts (USD)</i>	PERMANENT	Evidence of the establishment and maintenance of NUS relationships	All types of Agreement memberships and Joint Venture of significant nature E.g. Accommodation Agreements, Contract, MOU, MOA, Conventions, Membership, Agreements reports
5.8 <i>Other Agreements Issues (OAI)</i> Other Agreements Discussions (OAD)	TEMPORARY Destroy after administrative use is completed	They hold no long term evidential value	Agreements related matters. E.g. correspondence regarding the contracts, agreements, etc.

## 6 Students (STU)

Description: All the documents related to the Students issues including the students personal file.

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
6.1 <i>NUS Student Association (NUSA)</i> 6.2 <i>Enrolment Statistics (ENS)</i> 6.3 <i>Results (RES)</i> Student Graduation list (SGL)	PERMANENT	The student file must be hold in the NUS archives for future references or prof that the person was a NUS student, or learn for few years at NUS	The documents related to the students that will go in his personal folder (file), plus the Exam related documents E.g. grades,

Examination Question Papers (EQP) Answer Booklet (ABO) Examination Results (EXR) Examination Attendance Slip (SID) Temporary ID Slip (TID) Sponsored Students Results (SSR) <b>6.4 Student Support Services (SSS)</b> Academic Complains (ACC) Other Complains and Issues (OCI) Students Requests (SRQ) Student Case File (SCF) Student at Risk Reports (SRR) <b>6.5 Students file (STF)</b>			complains, requests, SSLC,SC, copy of certificates, copy of personal documents, result notice, memos, etc.
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## 7 Policies, Manuals, Procedures and Statutes (PMPS)

Description: Developing and establishing decisions and directions regarding strategic management.

### 7.1 NUS Policies and Manuals (PLM)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
General Staff Manual (GSM) Academic Teaching Comparable Staff Policy Manual (SFP) Committees Statutes and Policies (CSP) Financial Policy (FPL) Occupational Health and Safety Policy (OSH) Records Policy and Procedures (RPP) NUS Councilor's Manual (CLL) Facilities and Equipment Maintenance Policy (FEM) Other NUS Policy & Manuals (ONP)	PERMANENT	Evidence of the rules and regulations guiding the activities of the NUS	All the documents referring to the NUS Project that have been completed or on going. E.g. Policies, manuals, Regulations on Workplace Health & Safety

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
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<p>7.2 <i>NUS Forms and Procedures (FRP)</i>  7.3 <i>Policy Development and Management (PDM)</i>  Policy Review Forms (PRF)  Policy Change Notifications (PCN)  Policy Development (PDV)  7.4 <i>External Policies and Manuals (EPM)</i>  7.5 <i>Operation Manuals (OPM)</i>  7.6 <i>Drafts Policies and Manuals (DPM)</i>  7.7 <i>Service Charter (SVCH)</i></p>	<p><b>TEMPORARY</b>  Destroy after administrative use is completed</p>	<p>Records do not hold long term value</p>	<p>All the procedures, forms and templates that was created for the NUS staff and other external policies, manuals and statutes. Records documenting the development of IT technical manuals and handbooks. Working papers &amp; drafts relative to the development of Policies E.g. Forms, templates and procedures, Policies, manuals, operation manuals, handbooks, working papers, draft policies</p>
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## 8 Financial Management (FIN)

Description: The function of managing the NUS financial resources

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<b>8.1 Accounting (ACO)</b>	<b>TEMPORARY</b> Destroy 7 years after administrative use is completed. Audit has to be completed	At present, the Public Finance Management Act 2001 section 103 (4) prescribes 7 years' retention for financial accounts. Audit needs to have been completed on any records dealing with financial matters before destruction can take place.	Principle accounting records & associated supporting records managing the NUS's revenue and expenditure. E.g. Payments Voucher, Reconciliations, Queries, Cash Flow, Petty Cash, Records, Receipt Books, Inwards Remittance, Books, Bank Lodgement slips, Voucher copies, Expenditure register, TY15, Casual employees, Timesheets, impress cash book, Requisition books, treasury receipt and expenditure, statement, Stamp register, Commitment records
ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<b>8.2 Allowances (ALW)</b>	<b>TEMPORARY</b> Destroy 7 years after administrative use is completed. Audit has to be completed	Public Finance Management Act 2001	The records documenting the listing of items in the asset register to verify data in asset register E.g. Approval for payment of allowances, Sign sheet

### 8.3 Assets (AST)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Inventory (INV) Asset Register (ASR)	<b>PERMANENT</b>	These records provide consolidated information about NUS assets and equipment	The records documenting the listing of items in the asset register to verify data in asset register E.g. Asset Registers- Main NUS Register of Assets, Inventory

## 8.4 Audit (AUD)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Internal Audit Reports (IAR) External Audit Reports (EAR) NUS Consulting (CNS)	PERMANENT	Audit Reports are the consolidated evidence of financial activities. The permanent retention of those reports allows the disposal of supporting financial records.	Audit Reporting E.g. Audit Reports

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<b>8.5 Authorization (ATH)</b>	PERMANENT	Ongoing record. The authorization provided is valid for the period the officer or persons holds their position, and needs to be retained beyond this period for audit and any other investigations	Delegation of power to Certifying Officers or other staff members E.g. TY10 Certifying Officers, virement, Power of Attorney

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<b>8.6 Budgeting (BGT)</b>	PERMANENT	Consolidated evidence of the way NUS financial resources have been allocated and used	Final budget and expenditure E.g. Budget allocations, Supplementary budgets, Financial reports

## 8.7 Insurance (INS)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Personnel Insurance (PRI)	TEMPORARY destroy <b>10 years</b> after administrative use is completed and no claim is opened. Audit has to be completed	Records do not hold long-term value once all legal and financial obligations have been met.	Records associated with accident compensation insurance cover and claims. E.g. Records on Accident Compensation Corporation contributions

Other Insurances (OTI)	<b>TEMPORARY</b> destroy <b>7 years</b> after all obligations & entitlements have been meet. Audit has to be completed	Records do not hold long-term value once all legal and financial obligations have been met.	Records documenting insurance claims and the establishment & monitoring of insurance coverage. E.g. Claims, Insurance coverage
<i>8.8 Aid Funding (AID)</i>	<b>PERMANENT</b>	Consolidated evidence of donor funding use	The management of monies received from aid agencies Records summarizing expenditure of donor funding
ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<i>8.9 Salaries &amp; Wages (SWG)</i>	<b>PERMANENT</b>	Records with important information for retiree entitlements	Master Payroll
ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<i>8.10 Tendering (TND)</i>	<b>TEMPORARY</b> Destroy <b>7 years</b> after administrative use is completed. Audit has to be completed	Records do not hold long-term value once all legal and financial obligations have been met.	Records documenting the tendering process. E.g. Tender Submissions, Tender evaluations
<i>8.11 Purchasing (PCH)</i>			
ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Quotes (QUT) Sale Invoice (SCI)	<b>TEMPORARY</b> Destroy <b>7 years</b> after administrative use is completed. Audit has to be completed	Records do not hold long-term value once all legal and financial obligations have been met.	Records of gaining ownership of equipment, office supplies, office furniture etc. E.g. Quotations, sale contract, Invoice

## 9 Community Engagement (CME)

Description: The process of establishing relationship with the community, serving and informing the public, raising and maintaining the public profile of the NUS

### 9.1 NUS Publications (PUB)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
NUS Faculties Journal (FCJ) NUS Calendar (CAL) Journal of Samoan Studies (JSS) NUS Newsletter (NWL) Brochures and posters (BCP) Student Handbook (SHB)	<b>PERMANENT</b> 3 copies of all publications to be retained permanently in the NUS archives	Evidence of information on NUS activities	Promotional and information materials produced and or distributed by NUS on its core function. E.g. Publications, newsletter, brochures, posters etc
ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<b>9.2 Publication Related Matter (PBR)</b>	<b>TEMPORARY</b> Destroy <b>7 years</b> after administrative use is completed. Audit has to be completed	No long term value after administrative use is complete.	Records documenting the drafting, sourcing, correspondences and distribution of promotional and informational material. E.g. Correspondence with supplier organisations and printer, drafts, distribution list, etc
ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<b>9.3 Media Relations (MDR)</b>	<b>PERMANENT</b>	Evidence of official statements released to the public.	Records documenting the communication with media. E.g. official release of information from the NUS to Media, information published about NUS, the local newspaper

## 9.4 Conferences (CNF)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Measina Conference (MES) Samoa conference (SCF)	<b>PERMANENT</b>	Evidence of major activity performed by NUS	Records documenting planning and implementation of NUS conferences including program development, arranging speakers, promotions. E.g. Final version of program and report
Conferences related Matters (CRM)	<b>TEMPORARY</b> Destroy <b>1</b> year after administrative use is completed	Records of facilitating nature only, they hold no long term evidential value	Records documenting the administrative arrangements of Conferences. E.g. Venue Booking, Catering, Invitations

## 9.5 Events (EVN)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
NUS Open Day (OPD) NUS Graduation (GRA) Building Opening Celebration (BOC)	<b>PERMANENT</b>	Evidence of important historical public events	The records documenting the significant festivities. E.g. Programs, Invitations, Guests Invitation List, Photographs, banners, posters, etc
Other Celebrations (OCL)	<b>TEMPORARY</b> Destroy <b>3</b> year after administrative use is completed	No long term value after administrative use is complete, retained for 3 years as reference for similar function planning	The records documenting less significant festivities, or festivities which are habitually repeated. E.g. Programs, Invitations, Guests Invitation List, Photographs, banners, posters, etc

## 9.6 Research (RSH)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
NUS Research (NRSH) International Research (IRSH) Local Research (LRSH) Research Reports (RSHR)	<b>PERMANENT</b>	Evidence of important historical public events	The records documenting the research made by NUS staff or student and researches made on NUS. E.g. All related matters to research and their reports



## 10 Personnel (PRS)

Description: The process of documenting employment history of all NUS employees and volunteers.

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<i>10.1 Personal File (PRF)</i>	<b>PERMANENT</b>	This documents are the consolidated work history of NUS staff, including evidence on entitlements and personal information	Records documenting the consolidated employment history of all permanent employees E.g. CV and Qualifications, References/Birth Certificate, Appraisals, Justification forms, Induction form, Letter of Appointment, Declaration Form, Employee/NPF No., Annual Personal Reports, Job Descriptions, Salary Classifications, Transfers and Promotions, Leave, Training Reports, Grievances, Disciplinary action, Retirement, Termination
ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<i>10.2 Recruitment and Selection (RSL)</i>	<b>TEMPORARY</b> Destroy <b>3 years</b> after administrative use is completed. Just one folder will be kept. (Copies of interview report and appointment letter to successful applicant held on Personal File (permanent))	Records do not hold long time value once all legal and financial obligations have been met	The process of filling employment vacancies E.g. Advertisement, Applications, Interview Reports, Notifications to unsuccessful applicants

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<b>10.3 Disciplinary Action (DPAC)</b>	<b>TEMPORARY</b> Destroy <b>10 years</b> after administrative use is completed. Original copy on Personal File	The consolidated evidence on performance appraisal is on the permanent personal file, other records therefore can be destroyed after legal and administrative obligations are met.	The records documenting disciplinary action regarding employees. E.g. written warnings, disciplinary action correspondence, termination.

#### 10.4 Leaves Forms (LFR)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Annual Leave (ANL) Sick Leave (SKL) Special Leave (SPL) Long Service Leave (LSL) Maternity Leave (MTL) Paternity Leave (PAL) Graduation Leave (GRL) Bereavement Leave (BEL) Short term PDL (STPD) Long Term PDL (LTPD)	<b>TEMPORARY</b> Destroy <b>2 years</b> after administrative use is completed. Copy retained in Personal File	Records of facilitating nature only, they hold no long term evidential value, because the consolidated evidence is held in the leave cards and the personal file.	All the leave application forms, leave approval, leave return.
Leave Card (LCRD)	<b>PERMANENT</b> retained in Personal File	Evidence in this record may be used to reinstate retired staff with their previous entitlements. It therefore needs to be kept as long as the Personal files which are permanent	The process of administering leave for which staff are eligible. Includes unauthorized leave taken by staff. E.g. TY15, Leave card

## 11 Legislation (LEG)

Description: The legal and official documents that reflects the law.

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<p><i>11.1 Acts (ACT)</i></p> <p><i>11.2 Cabinet Submission (CSB)</i></p> <p><i>11.3 Cabinet Directive (FKA)</i></p> <p><i>11.4 Circular Memorandum (CRM)</i></p> <p><i>11.5 Warrant of Appointment (WOA)</i></p>	<b>PERMANENT</b>	Evidence of key instructions given, and is a confidential document	Records documenting the legislation and submission of cabinet and directives. E.g. Cabinet submissions, directive, FK, Circular Memorandum, Warrant of Appointment, Acts.
<p><i>11.6 Government Press Release (GPR)</i></p> <p><i>11.7 Other Legal Items (OLI)</i></p>	<p><b>TEMPORARY</b></p> <p>Destroy after administrative use is completed.</p>	No long term value after administrative use is complete	Records documenting the press release by the government institutions for the public. E.g. Government Press release, other Legal documents

## 12 Information and Communications Technology (STD)

Description: The function of acquiring and managing computer, telephone and other information and communication systems.

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<b>12.1 Software (SFW)</b> Antivirus (ATV) Operating System (OSY) Other Software (OSW) <b>12.2 Licenses (LCS)</b> Printers License (PRT) Software License (SFL) Hardware License (HDL)	<b>TEMPORARY</b> Destroy after administrative use is completed.	Records do not hold long term value once the hardware is out of use, or the software get to the expiration date and can't be updated.	Data base that stored the computer programs, software, and license numbers belonging to the hardware and software. E.g. Printer Licence number, Windows serial number, Windows original software, antivirus program, Installation software

## 13 Professional Development (PDV)

Description: The function of developing NUS staff and their skills and abilities through organizational development, activities, programs and events.

### 13.1 Training/Workshops (TRW)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Internal Training & Workshop (ITW) Seminar Series (SMS) Overseas Conferences (CNF)	<b>PERMANENT</b>	Evidence of skills and knowledge disseminated by NUS	The records associated with the development and implementation of training courses and workshop organized by NUS (Oloamanu Center) E.g. Training materials, workshop papers, forms etc

External Training & Workshop (ETW)	<b>TEMPORARY</b> Destroy after administrative use is completed.	Records of facilitating nature only, they hold no long term evidential value. The official prove of this training will be the Certificate which will go in the personal file. Or will also show in the PDL Report	The records detailing attendance at external courses, trainings or workshops. E.g. Attendance forms, invitations, programs
Professional Development Reports (PDR)	<b>PERMANENT</b>	This documents are the consolidated work history of NUS staff regarding their professional development	The records documenting the PDL Reports, other training, conferences and workshop reports.
ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<i>13.2 Scholarship (SCHP)</i>	<b>PERMANENT</b>	Records of facilitating nature only, they hold no long term evidential value	All the scholarship related documents (except the agreements that are filed under 5. Agreements/ Conventions/ Contracts (AGCC) E.g. Correspondence
<i>13.3 Overseas Conferences</i>	<b>TEMPORARY – 5 years</b>	Not long term evidence value. Any important information will go in to the PDL Report which will be held permanent.	All the documents related with the overseas conferences. Program, venue, etc.
<i>13.4 Staff Mobility (SFM)</i> Staff Mobility Reports (SMR) Work Plan (WKP)	<b>PERMANENT</b>	Evidence of a major activity performed by the NUS	All the documents related with Staff mobility. E.g. work plan, Mobility Report,
<i>13.5 Training Administrative Files (TAF)</i> Professional Development Forms Professional (PDFM) Development Admin Files (PDAF) Training Materials/ Courses	<b>TEMPORARY</b>	Records of facilitating nature only, they hold no long term evidential value. Destroy when administrative use is completed.	The documents detailing staff attendance and administrative arrangements for PD. Eg forms, nominations, invitations, attendance, venue hire, training materials, courses.

## 14 Strategic Management (SMG)

Description: The function of applying systematic management planning of the NUS

### 14.1 Reports and Plans (RPP)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
Annual Report (ARP) Quarterly Report (QRx) Strategic Plan (STP) Corporate Plan (CRP) Annual Management Plans (AMP)	PERMANENT	Evidence documenting the development of rules and regulations guiding the activities of NUS	The process of formulating ways in which objectives can be achieved. E.g. Annual Report, Corporate Plan, Management Plan, Quarterly Reports.
External Reports and Plans (ERP)	TEMPORARY	Master Copy to be retained by the creating Institution	The Annual Report, Strategic Plans belonging to other institutions than NUS. E.g. Annual Report, Strategic Plans, etc
Internal Reports (IRP)	TEMPORARY	Records of facilitating nature only, they hold no long term evidential value	The process of providing a formal response or statement. E.g. section reports
<i>14.2 Consultation reports (CSTR)</i> <i>14.3 Academic Quality (AQU)</i> Surveys (SVY) Academic Quality Reports (AQR) Accreditation (ACR)	PERMANENT	Evidence of official advices that may lead to major changes in NUS and of quality of teaching.	Consultations papers developed as a result of consultancy service and all related documents with the quality of learning. E.g. Consultation Reports, Roger Field Report, AQ Reports, surveys, accreditation related papers.

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
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<i>14.4 Organizational Chart (ORC)</i>	PERMANENT	Evidence of NUS organizational structure and changes made to it.	NUS organizational chart produced after a major restructure. E.g. organizational chart
<i>14.5 Internal Memo ((IMM)</i>	Temporary	Records of facilitating nature only, they hold no long term evidential value	NUS Internal correspondence within departments

## 15 Information Management (IMG)

Description: The function of managing the organisation's information resources. Includes creating, capturing, classifying, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the management of library and other information sources kept for reference purposes.

### 15.1 Records System (RECS)

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
NUS File Index (NFI) Records Retention Schedule (RRS) Register Inward/outward correspondence (RIOC) Intellectual Property (ITLP)	PERMANENT	Consolidated evidence and control tool for NUS records	Creating, maintaining and evaluating control mechanism for information management system. E.g. File index, Registers of inward/ outward correspondence, copyright register.
Other external File Index (OEI)	TEMPORARY		

ACTIVITY	DISPOSAL ACTION	APPRAISAL REASON	TRANSACTION
<p><i>15.2 Records Reports (RCR)</i></p>	<p><b>PERMANENT</b></p>	<p>Evidence of the evolution of the filing system and evidence of the NUS records in the past and what happened to them.</p>	<p>The process of providing a formal response or statement on information management system E.g. Reports on on-going structure of Nus filing system, incident reports with a list of records affected by the incident</p>
<p><i>15.3 Disposal (DSP)</i>  List of Destroyed Documents (LDD)  List of Transferred Documents (LTD )</p>	<p><b>PERMANENT</b></p>	<p>Considerate Evidence of the existence of NUS records in the past and what happened to them.</p>	<p>Records documenting and authorizing the official destruction or transfer of the NUS files. E.g. List of transferred/ destroyed files.</p>