



DA 2023-015

**Sector Disposal Authority for University Student  
Guilds**

DA Type: Sector

## Sector Disposal Authority for University Student Guilds

<b>Disposal Authority No</b>	2023-015
<b>Disposal Authority Type</b>	Sector
<b>Organisation/s</b>	[University Student Guilds]
<b>Disposal Authority Scope</b>	Fully revised Sector Disposal Authority for functional records of Western Australian University Student Guilds to supersede DA 2017-007
<b>Disposal Authority Status</b>	Approved by SRC
<b>Status Date</b>	6/12/2023

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# Sector Disposal Authority for University Student Guilds

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## INTRODUCTION

### 1. ABOUT THIS DISPOSAL AUTHORITY

#### 1.1 Purpose of this SDA

This Sector Disposal Authority (SDA) for University Student Guilds, approved by the State Records Commission on the recommendation of the State Records Advisory Committee, is the official and continuing authority for the retention and disposal of core business records of student guilds for Western Australian public universities.

This SDA covers the core business records of the relevant organisations, outlined in section 1.2 of this Introduction. This SDA forms part of the retention and disposal component of the record keeping plan of each relevant organisation, as required under section 16(3)(a-c) of the *State Records Act 2000*.

This SDA identifies records which are:

- State archives: State records that are to be retained permanently
- Temporary records: records that will be retained for a minimum period, as designated in the SDA, to satisfy legal, financial, business and public administration requirements before they may be destroyed.

If an organisation identifies any core business records which are **not** covered by this SDA, the records **must not be destroyed**. In such a situation, the State Records Office (SRO) must be consulted to determine an appropriate course of action. No such records are to be destroyed until approval is obtained from the State Records Commission to amend the relevant disposal authority. The unauthorised destruction of government records is an offence under the *State Records Act 2000*.

The State Records Commission Standards and associated publications must be consulted before any disposal of records is conducted, whether as part of a formal / regular disposal program or on an ad hoc basis. Standards and publications are available on the SRO website.

This SDA supersedes the previous Sector Disposal Authority for University Student Guilds, DA 2017-007.

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## **1.2 Organisations covered by this SDA**

For the purposes of this SDA, the University Student Guilds (Guilds) include Guilds of the University of Western Australia, Murdoch University, Curtin University and Edith Cowan University. These Guilds were established under the *University of Western Australia Act 1911*, the *Murdoch University Act 1973*, the *Curtin University Act 1966* and the *Edith Cowan University Act 1984* respectively.

The major functions of Guilds are to:

- Represent students to the University via the Guild Council;
- Coordinate activities, events, clubs and societies; and
- Offer a wide range of student services to enhance and assist student university life.

## **1.3 Scope and implementation of this SDA**

This SDA covers the core business records of each Guild (identified in 1.2 of this Introduction) and any offices, including subordinate or regional offices. It also covers the core business records of predecessor / defunct organisations. This SDA applies to records in all formats.

This SDA supersedes DA 2017-007. Records already sentenced under this SDA or other previous applicable Disposal Authorities, which are still in the custody of the Guilds, will be re-sentenced as necessary in accordance with this SDA.

## **1.4 Review of this SDA**

The SRO will review the structure, coverage and content of this SDA within five years of its approval.

The review will be conducted in conjunction with all Guilds that are subject to this SDA.

Any proposed revisions / amendments to this SDA, or any intention to prepare a new SDA to replace this one, will be discussed with the relevant organisations prior to such activity commencing.

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## 2.2 Investigations, Inquiries and Freedom of Information

If an Investigation or Inquiry is in progress (or likely or imminent), or if a request for access to information under the *Freedom of Information Act 1992* has been lodged, all records relevant or subject to the Investigation / Inquiry / FOI request must be identified and retained until the action and any subsequent actions are completed. This applies regardless of whether the records in question are due for destruction.

## 2. SPECIFIC MATTERS

### 2.1 Use of the term "Significant" in this SDA

In this SDA, each disposal class has usually been assigned one disposal action (e.g. *Retain as State archives* or *Destroy*).

In some cases, disposal classes have been split so that when an activity is **deemed significant** the records are designated as State archives, and when the activity is **deemed not significant** the records are sentenced for destruction. In this SDA, the term "significant" is used to identify records of archival value.

If the activity has any of the following characteristics, it is deemed **significant**:

- Substantially impacts the University / Guild function;
- Honours a particular event or special occasion; or
- Sets a legal or substantive precedent;
- Significantly impacts or affects University / Guild business, structure or policy; or
- Attracted wide community interest or controversy; or
- Caused major changes to University / Guild policy;

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- Led or substantially contributed to a major investigation or formal inquiry;
- Involves innovative or unique practices, techniques or methods;
- Involved items or property considered to have cultural, Aboriginal, environmental or heritage value.

For some classes of records, more specific criteria for identifying which records are significant are included in the Description column.

The value of records may change over time. In assessing records that have reached their minimum retention period and are due for destruction, officers should consider those that may have potential business or historical value, for ongoing retention or archiving if warranted. Any records due for destruction that on re-assessment may have archival value should be referred to the SRO for further evaluation.

See also section 2.3 of this Introduction, covering records relating to children.

### 2.3 Records relating to children

The Final Report of the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was handed down in 2017 and contains several recommendations concerning record keeping by institutions, including government organisations throughout Australia.

#### **IMPORTANT NOTE - Retention of records relating to children**

In April 2018, the SRO issued a Disposal Freeze for government records relating to children. The SRO is currently working with organisations to address the retention and disposal of relevant records in their specific retention and disposal authorities, where applicable. **Until this process is complete, all government records relating to children must be retained in accordance with the Disposal Freeze.** In the interim, this SDA may be used to identify and sentence relevant retention periods for child-related records held in government organisations.

This version of the SDA includes amendments to enable the retention and disposal of child sexual abuse incidents and allegations. Such records may include:

- initial allegations, complaints or reports
- other reports including statutory reporting requirements
- case files or notes

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- investigation or inquiry records
- evidence gathered including statements and interviews
- referrals to other bodies
- legal proceedings
- outcomes of investigations
- further actions or recommendations
- support or remedial action for individuals who have made allegations
- relevant human resources records, such as staff misconduct and disciplinary actions.

In addition, certain categories of records in this SDA have been identified as possibly warranting further retention if they are considered potentially relevant to child sexual abuse incidents or allegations in future. Organisations are responsible for assessing and determining the risk that business information may be required for such incidents or allegations. In determining this risk, the organisation should consider its core business, the level of interaction with children, and the nature of its interactions with children. See the document **Guidance for identifying and retaining records which may become relevant to an actual or alleged incident of child sexual abuse** on the SRO website for further information.

Any records relevant to an investigation of alleged child abuse or neglect **must** be retained until all actions relating to that investigation are completed. This applies regardless of whether the record has passed its minimum retention period as identified in this SDA.

### 2.4 Management of personal information

The *Freedom of Information Act 1992* defines personal information as:

*"personal information means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead*

*(a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or*



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*(b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample."*

Effective management of personal information (information that identifies an individual or could identify that individual) is of vital importance to all State government organisations that are required to obtain personal information about individuals in order to deliver services. Inappropriate use of personal information can compromise an individual's privacy, leading to undesirable outcomes for both the individual and the organisation. (Adapted from: Ombudsman Western Australia, *Guidelines for Agencies Management of Personal Information*, May 2013.)

Organisations **must** store personal information securely, keep it no longer than necessary, protect it from misuse, unauthorised access, modification or disclosure, and dispose of it appropriately by ensuring no information is retrievable.

## 3. DEFINITIONS

### 3.1 Definitions of Terms

**Action completed:** The business as documented in the record/s has concluded; a project has been completed; a case has been closed; or all matters associated with an investigation or inspection have been finalised or completed. It does **NOT** mean the date the record/s were last used or accessed.

**Child:** a person under the age of 18 years.

**Custody:** the minimum period the records will be retained before they are destroyed. Records designated as State archives must be retained permanently.

**Destroy:** the disposal action for a class of records identified as having temporary value, and which ultimately will be destroyed.

**Disposal action:** the action that occurs to the records once the retention period has expired. The final disposal action will be "Destroy" or "Retain as State archives".

**Significant:** refer to section 2.1 of the Introduction.

**Retain as State archives:** records to be retained permanently due to their value to the State of Western Australia.

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No	Function/Activity	Description	Disposal Action	Custody
1	<b>GUILD COUNCIL / SENATE</b>	Establishment, constitution and proceedings of the Student Guild Council / Senate.		
1.1		Guild Council / Senate establishment and conduct, including: <ul style="list-style-type: none"> <li>• Constitution.</li> <li>• Statutes.</li> <li>• Rules and regulations.</li> <li>• Standing orders.</li> <li>• Appointment, resignation or removal of Guild Council / Senate members.</li> <li>• Lists of Guild Council / Senate members and office bearers.</li> </ul>	Archive	Retain as State archives.
1.2		<ul style="list-style-type: none"> <li>• Guild Council / Senate meetings - agenda and minutes, and Council papers, submissions and reports.</li> <li>• Submissions where not captured with Council / Senate meeting minutes.</li> </ul>	Archive	Retain as State archives.
1.3		Training and other guidance in formalised processes for managing a safe environment for children, and handling and investigating allegations or incidents of child abuse or neglect. Includes:	Destroy	Retain 45 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD COUNCIL / SENATE</i>				
		<ul style="list-style-type: none"> <li>• training planning, development and delivery</li> <li>• training material</li> <li>• employee attendance records</li> <li>• employee completion / attainment records.</li> </ul> <p>See also to the General Disposal Authority for State Government Information for records relating to maintaining a safe environment for children.</p>		
1.4		Delegations of authority.	Destroy	Retain 7 years after delegation or authority expires, ceases, superseded or revoked, then Destroy.
1.5		Provision of training and development to Guild Council / Senate members.	Destroy	Retain 7 years after action completed, then Destroy.
1.6		Council / Senate papers / submissions / reports - working papers.	Destroy	Retain 5 years after action completed, then Destroy.
1.7		Council / Senate meeting arrangements e.g. notices of meetings.	Destroy	Retain 1 year after action completed, then Destroy.
2	<b>GUILD COUNCIL /</b>	Election of the Student Guild Council / Senate.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD COUNCIL / SENATE ELECTIONS</i>				
	<b>SENATE ELECTIONS</b>	Also includes by-elections.		
2.1		Returning Officers reports and declaration of outcome and final results.	Archive	Retain as State archives.
2.2		Student Guild Committee Elections results.	Archive	Retain as State archives.
2.3		Annual Guild Elections coordination material, including: <ul style="list-style-type: none"> <li>• Nominations</li> <li>• Lists of candidates</li> <li>• Candidates election material</li> <li>• Elections timetables</li> <li>• Ballot papers (complete and incomplete)</li> <li>• Advertising and other publicity of elections</li> <li>• Appeals and recounts</li> <li>• Polling booths.</li> </ul>	Destroy	Retain 5 years after election result announced, then Destroy.
2.4		Electoral Roll - including rolls of enrolled students and financial guild members.	Destroy	Retain 1 year after election result announced, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD MEMBERSHIP</i>				
3	<b>GUILD MEMBERSHIP</b>	Administration of membership of the Student Guild.  <i>See General Disposal Authority for State Government Information</i> for records relating to financial and accounting transactions.		
3.1		Membership applications for all classes of membership of the Guild.  Includes registers of members and supporting documentation such as: <ul style="list-style-type: none"> <li>• Completed membership forms</li> <li>• Renewed memberships</li> <li>• Resignations.</li> </ul> Information may be maintained in hard copy or electronically (e.g. in a database).	Destroy	Retain 7 years after action completed, then Destroy.
3.2		Membership subscription establishment and administration records.	Destroy	Retain 7 years after action completed, then Destroy.
4	<b>GUILD SERVICES TO STUDENTS</b>	Establishment and management of Guild services provided to students.		
4.1	<b>Activities and events</b>			
4.1.1	<b>Significant</b>	<b>Significant</b> activities or events arranged and conducted by the Guild including, but not limited to	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD SERVICES TO STUDENTS - Activities and events</i>				
		events that are: <ul style="list-style-type: none"> <li>• unique or innovative</li> <li>• attract wide community interest or controversy</li> <li>• honour a particular event or special occasion</li> </ul> <p><i>NOTE: see also definition of "Significant" in the Introduction to this SDA.</i></p>		
4.1.2	<b>Other</b>	<b>Other</b> activities or events arranged and conducted by the Guild, not included in 4.1.1 above.	Destroy	Retain 7 years after action completed, then Destroy.
4.2	<b>Advice and assistance</b>	Guild advice and assistance to students, including: <ul style="list-style-type: none"> <li>• Assistance with appeals and grievances against assessment or treatment by the University</li> <li>• Provision of personal, welfare, health, financial and academic assistance to students provided by the Guilds Education Officers, Student Assist Officers or similar.</li> </ul> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 8. PLANNING for planning and development of services, assistance schemes and campaigns.</li> </ul>		
4.2.1	<b>Significant</b>	<b>Significant</b> assistance to students with respect to appeals / grievances / complaints against treatment	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD SERVICES TO STUDENTS - Advice and assistance</i>				
		<p>or assessment, etc., by the University.</p> <p>Includes matters that:</p> <ul style="list-style-type: none"> <li>• set a precedent (e.g. prompt a change in University / Guild policy / procedures)</li> <li>• are controversial or unique.</li> </ul> <p><b>NOTE:</b> see also definition of "Significant" in the Introduction to this SDA.</p>		
4.2.2	<b>Other</b>	<b>Other</b> assistance to students with respect to appeals / grievances / complaints, not included in 4.2.1 above.	Destroy	Retain 7 years after action completed, then Destroy.
4.2.3		Provision of advice and assistance to students on matters, such as advice on education, career, financial and legal matters, not included in 4.2.1 or 4.2.2 above.	Destroy	Retain 7 years after action completed, then Destroy.
4.2.4		Counselling case files, where the client was less than 18 years at the date of last entry (-18).	Destroy	Retain 60 years after action completed, then Destroy.
4.2.5		Counselling case files, where the client was 18 years or older at the date of last entry.	Destroy	Retain 60 years after action completed, then Destroy.
4.2.6		Financial subsidy schemes (including student loans and book subsidies).	Destroy	Retain 7 years after successful audit, then Destroy

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD SERVICES TO STUDENTS - Child Care Services</i>				
4.3	<b>Child Care Services</b>			
4.3.1		Personal records or personal case file for each child in a child care service, including: <ul style="list-style-type: none"> <li>• child's personal information</li> <li>• attendance</li> <li>• parental authorisation</li> <li>• special requirements</li> <li>• particulars of treatment, including medication, to be given to a child or any medication administered to a child by a member of the service</li> <li>• injuries that require first aid</li> <li>• parent / guardian reports or serious complaints about child care</li> <li>• records relating to the death of a child while in the care of the child care service.</li> </ul>	Destroy	Retain 60 years after last attendance or date of last documentation, then Destroy.
4.3.2		Unsuccessful applications for child care places. Includes records of interviews, waiting lists etc.	Destroy	Retain 2 years after action completed, then Destroy.
4.3.3		Documented observations of a child's interactions, developmental progress and learning, where not held	Destroy	Retain 3 years after action completed, then



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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD SERVICES TO STUDENTS - Child Care Services</i>				
		on personal case file.		Destroy.
4.3.4		Record of visitors to an approved day care venue	Destroy	Retain 3 years after action completed, then Destroy.
4.3.5		Records relating to the administrative and routine operations of the childcare facility, i.e. catering, daily or weekly routines and programs of activity.	Destroy	Retain 1 year after action completed, then Destroy.
4.4	<b>Commercial Operations</b>	<p>Establishment and management of Guild commercial operations, (e.g. bookshop, canteen, child care, sports &amp; recreation centre).</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 8. PLANNING for planning and development of Commercial Operations.</li> </ul>		
4.4.1		Establishment and termination of commercial operations.	Archive	Retain as State archives.
4.4.2		Day-to-day management and operational records of commercial operations.	Destroy	Retain 7 years after action completed, then Destroy.
4.4.3		Commercial arrangements conducted in association with other bodies, (e.g. advertising, student discounts).	Destroy	Retain 7 years after action completed, then Destroy.
4.4.4		Licensing / licences associated with conduct of operations, e.g. liquor licences.	Destroy	Retain 7 years after expiry of licence, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD SERVICES TO STUDENTS - Commercial Operations</i>				
				Destroy.
4.4.5		Advertising and promotion of commercial operations.	Destroy	Retain 5 years after action completed, then Destroy.
4.5	<b>Clubs and Societies</b>	Establishment and management of Guild clubs and societies.  <b>See also related ACTIVITY:</b> <ul style="list-style-type: none"> <li>• 6. LIAISON for Guild liaison with non-Guild university clubs and societies.</li> </ul>		
4.5.1		Establishment and conduct of Guild clubs or societies, including: <ul style="list-style-type: none"> <li>• applications to establish clubs or societies</li> <li>• applications to become an affiliated society with other subsidiary councils</li> <li>• registrations to the Guild Council as a University society</li> <li>• records of incorporation and deeds of trust</li> <li>• Constitutions, rules and regulations</li> <li>• policies, procedures and guidelines.</li> </ul>	Archive	Retain as State archives.
4.5.2		Register of Guild clubs and societies.	Archive	Retain as State

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD SERVICES TO STUDENTS - Clubs and Societies</i>				
				archives.
4.5.3		Club and Society office bearers appointments and resignations.	Archive	Retain as State archives.
4.5.4		Administration and operations records, including activities organised by the club or society.	Destroy	Retain 7 years after action completed, then Destroy.
4.5.5		Licences (e.g. liquor licences).	Destroy	Retain 7 years after expiry of licence, then Destroy.
4.5.6		Successful applications for grants and subsidies provided to clubs and societies. Includes allocation and distribution of monies.	Destroy	Retain 7 years after successful audit, then Destroy
4.5.7		Unsuccessful applications to: <ul style="list-style-type: none"> <li>• Establish Guild Club or Society.</li> <li>• For grants and subsidies to clubs and societies.</li> <li>• Nominations for Club and Society office bearers.</li> </ul> Listings of Affiliated Clubs.	Destroy	Retain 2 years after action completed, then Destroy.
5	<b>INVESTIGATIONS OR INQUIRIES</b>	Investigations or inquiries, whether conducted internally or externally, relating to Guild operations, activities or services.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INVESTIGATIONS OR INQUIRIES</i>				
5.1	<b>Significant</b>	<p><b>Significant</b> investigations or inquiries. Includes, but is not limited to matters that:</p> <ul style="list-style-type: none"> <li>• Set a precedent (e.g. prompt a change in University / Guild policy / procedures).</li> <li>• Relate to controversial matters or have wide Guild or University interest.</li> <li>• Concerns major liabilities or obligations of the Guild.</li> </ul> <p>Includes notices requiring person/s to appear before relevant bodies, submissions, subsequent appeals and penalties, implementation of recommendations or outcomes.</p> <p><i>NOTE: see also definition of "Significant" in the Introduction to this SDA.</i></p>	Archive	Retain as State archives.
5.2	<b>Child abuse or neglect</b>	<p>Allegations or incidents of child abuse (including child sexual abuse) or neglect, concerning an employee or other person engaged by the Guild.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• initial allegations, complaints or reports</li> <li>• other reports including statutory reporting requirements</li> <li>• case files, diaries, or notes</li> </ul>	Destroy	Retain 100 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>INVESTIGATIONS OR INQUIRIES</i>				
		<ul style="list-style-type: none"> <li>• investigation or inquiry records</li> <li>• evidence gathered, including statements and interviews</li> <li>• supporting information relevant to the incident or allegation e.g. employee rosters, attendance records</li> <li>• liaison with and referrals to other bodies</li> <li>• assessment reports or other records</li> <li>• legal proceedings</li> <li>• outcomes of investigations</li> <li>• further actions or recommendations</li> <li>• support or remedial action for individuals who have made allegations</li> <li>• sanctions, penalties and disciplinary actions</li> <li>• appeals and reviews</li> <li>• formal reporting of incidents or allegations of child abuse or neglect, as required under mandatory reporting schemes or other requirements.</li> </ul> <p><b>NOTE:</b> This category does <b>NOT</b> include records</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INVESTIGATIONS OR INQUIRIES</i>				
		<p>(such as rosters or attendance records) that may become relevant as evidence for future allegations or incidents of child abuse or neglect.</p> <p>See also the General Disposal Authority for State Government Information for records relating to maintaining a safe environment for children.</p>		
5.3	<b>Other</b>	<b>Other</b> investigations or inquiries, not included in 5.1 or 5.2 above.	Destroy	Retain 7 years after action completed, then Destroy.
6	<b>LIAISON</b>	<p>Guild liaison with stakeholders such as the University, other student guilds, National Union of Students, non-Guild university clubs and societies. Includes representation on groups established by the University or other bodies.</p>		
6.1	<b>Significant</b>	<p><b>Significant</b> liaison, including:</p> <ul style="list-style-type: none"> <li>• Guild representation and liaison with University Senate / Council</li> <li>• Guild Council / Senate liaison with stakeholders concerning strategic direction of Guild or concerning major Guild issues (e.g. Voluntary Student Unionism)</li> <li>• Liaison with stakeholders involving substantial Guild action or input</li> </ul> <p><i>NOTE: see definition of "Significant" in the</i></p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LIAISON</i>				
		<i>Introduction to this SDA.</i>		
6.2	<b>Other</b>	<b>Other</b> liaison with stakeholders, not included in 6.1 above.	Destroy	Retain 7 years after action completed, then Destroy.
7	<b>PETITIONS AND REFERENDA</b>	Promotion and coordination of student concerns about issues affecting students or student groups.		
7.1	<b>Significant</b>	<p><b>Significant</b> petitions created or received by the Guild, or referenda conducted by the Guild, to progress or take action on student matters / concerns / issues, which:</p> <ul style="list-style-type: none"> <li>• set a precedent (e.g. prompt a change in Guild or University policy).</li> <li>• are controversial, unique or have wide Guild / University interest.</li> </ul> <p>Includes outcomes or results of Petitions or Referenda.</p> <p><b>NOTE:</b> see also definition of "Significant" in the Introduction to this SDA.</p>	Archive	Retain as State archives.
7.2	<b>Other</b>	<b>Other</b> petitions and referenda, not included in 7.1 above.	Destroy	Retain 7 years after action completed, then Destroy.
8	<b>PLANNING</b>	<i>See General Disposal Authority for State Government Information:</i>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PLANNING</i>				
		<ul style="list-style-type: none"> <li>• 71 PLANNING for records not covered in this section.</li> </ul>		
8.1	<b>Significant</b>	<p><b>Significant</b> liaison, including:</p> <ul style="list-style-type: none"> <li>• Strategic level Guild planning (e.g. Strategic Plans, Business Plans); or</li> <li>• Planning and development of major Guild projects, commercial operations, programs or services.</li> </ul> <p><i>NOTE: see definition of "Significant" in the Introduction to this SDA.</i></p>	Archive	Retain as State archives.
8.2	<b>Other</b>	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Operational-level planning; or</li> <li>• Planning and development of minor Guild projects, commercial operations programs or services, not included in 8.1 above.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
9	<b>REPORTING</b>	<p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 1. GUILD COUNCIL / SENATE</li> </ul> <p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> <li>• 82 REPORTING for records not covered in this section.</li> </ul>		



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<b>No</b>	<b>Function/Activity</b>	<b>Description</b>	<b>Disposal Action</b>	<b>Custody</b>
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*REPORTING*

9.1		Reporting to University Senate / Council.	Archive	Retain as State archives.
9.2		Reporting on Guild functions, operations and services.	Destroy	Retain 7 years after action completed, then Destroy.