



# *Approval of the Western Australian University Sector Disposal Authority (WAUSDA)*

Curtin, UWA, ECU and Murdoch University are celebrating the approval of the first joint records disposal authority for the public universities of Western Australia.

## **Background**

Disposal authorities are the tools used by organisations to determine how long to keep different types of records and how to dispose of them. Up until now, each public Western Australian university had developed its own “University Disposal Authority” to manage records unique to universities.

Recordkeepers from across the universities realised that the different disposal authorities covered essentially the same kinds of records. Each university was spending considerable time reviewing and updating their disposal authority to meet the requirements of the State Records Commission. The universities were also using different retention periods for the same kinds of records. For example, student files were kept for 25 years at one university, while 10 years at another. These factors lead to the idea of a single disposal authority for use by the four universities.

The approval of the West Australian Universities Sector Disposal Authority (WAUSDA) will assist in records being kept for the same minimum time period at each institution. The task of maintaining and updating the disposal authority is also now a collaborative task.

## **Benefits of the WAUSDA**

- University resources will be used more efficiently by consolidating the effort required for the revision, review and update of each university’s schedule in the future;
- Uniform retention periods for student files will resolve issues that previously existed for students undertaking cross institutional courses;
- Recordkeeping for collaborative projects between the universities will be easier as the records will be kept for the same lengths of time regardless of which institution they are held by; and
- The universities can provide consistent responses to queries on retention periods when asked to produce records.

## **Development of the WAUSDA**

The WAUSDA began as an idea – to create a single disposal authority that would be used by multiple institutions. It has taken four years of hard work and perseverance by key recordkeeping staff across the universities to turn this idea into reality.

It was formally reviewed by the State Records Advisory Commission and then approved by the State Records Commission in April 2012. The Commission congratulated the staff involved on their significant effort and quality product.

The project is a good example of what can be achieved when the institutions work together towards a common goal.

 ***Need more information?***

Click [here](#) for a copy of the Western Australian University Sector Disposal Authority (WAUSDA)

For more information on the disposal authorities used by Curtin please visit -  
[http://rim.curtin.edu.au/tools/disposal\\_authorities.cfm](http://rim.curtin.edu.au/tools/disposal_authorities.cfm)

If you need assistance, please contact us by email at [rim@curtin.edu.au](mailto:rim@curtin.edu.au)