What materials should be archived?

Data that must be kept for statutory reasons, e.g.
  o research data
  o financial records
  o student records
  o clinic client records

This should be material that you will not need to access in the foreseeable future.

What materials will not be accepted for archiving?

  • Materials that you “want” to keep but are not required to be kept by law.
  • More recent records or data that you may need to refer to from time to time, and will require easy access to.

For what period of time should records be kept before destruction?

This will depend on the policies relevant to the specific records being kept and/or the requirements of ethics boards etc. It is your responsibility to become familiar with these policies/ethical requirements and to nominate an appropriate date for destruction.

Where will these materials be stored and can they be retrieved?

The UQ Warehouse has arranged storage with a commercial operation off campus. Materials can be retrieved from and returned to the facility.

What about destruction?

Records will not be destroyed without the explicit permission of the organisational unit they belong to. That is why it is important that the materials are properly catalogued by the School, the contents and owner easily identified and a clear destruction date given.

Are there any costs involved in storage/retrieval/destruction?

The School is required to pay a monthly charge for each carton stored, the lodgement of new materials for storage, the retrieval/return of materials and the destruction of materials.

Who in the School should be notified when there are materials to be archived?

Follow the instructions below for the preparation of boxes and then contact Lucy Adamek on 3365 7139 or l.adamek@uq.edu.au who will label each box with a unique number, record its contents, owner and destruction date, and arrange the pickup by UQ Warehouse.
INSTRUCTIONS FOR ARCHIVING

Boxes and labelling

Please adhere to the following criteria when submitting boxes for storage:

- Use standard archive boxes for storage. The “BOX FILING ARCHIVE - Heavy Duty” item number 50600 is the preferred box to be used as it is stronger and more durable for stacking purposes. Alternatively “BOX FILING ARCHIVE,” item number 14125 can be used.
- Archive boxes should be packed to eliminate air space, where possible, as air space may cause the box to collapse when stored.
- DO NOT stick any labels or write on the outside of the boxes. The boxes will be labelled with a School ID number later.
- Attach a sheet of paper specifying the staff member’s name, brief description of contents, and destruction date of the material, to the underside of the lid or place loosely on top of the contents.
- Contact Lucy Adamek l.adamek@uq.edu.au advising number of boxes and their location.
- The box details will be entered into a database, boxes appropriately labelled and collection organised.

More Information for packing archive boxes

- Please do not over fill the box
- Lay paper flat, with excess room stand some paper up on side
- Bundle with legal tape (item number 18422) or rubber bands.
- Please do not put in the boxes folders, binders or expansion files – paper only