



DA 2017-007

**Sector Disposal Authority for University Student
Guilds**

DA Type: Sector

Sector Disposal Authority for University Student Guilds

Disposal Authority No	2017-007
Disposal Authority Type	Sector
Organisation/s	[University Student Guilds]
Disposal Authority Scope	Fully revised Sector Disposal Authority for functional records of University Student Guilds to supersede SD 2012027
Disposal Authority Status	Approved by SRC
Status Date	25/10/2017

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INTRODUCTION

1. ABOUT THIS DISPOSAL AUTHORITY

1.1 Important Note

This SDA will be used in combination with the State Records Office publication *General Disposal Authority for State Government Information* which covers records of activities / categories that are common across State government.

The *SRO Guideline: Records Retention and Disposal* will be consulted before any disposal of records is conducted, whether as part of a formal / regular disposal program or on an ad hoc basis.

Records relevant to actual or alleged child sexual abuse and other records relating to children

The final report of the Commonwealth Royal Commission into Institutional Responses to Child Sexual Abuse, released on 15 December 2017, contains several recommendations concerning recordkeeping by government organizations undertaking child-related functions or activities.

Organizations must be mindful of records that document, or may otherwise be relevant to, actual or alleged incidents of child sexual abuse, and the care, supervision, education and treatment of children by government employees, contractors, volunteers and outsourced service providers in contact with children. Such records may be subject to specific retention instructions as issued by the State Records Office. Records Office.

1.2 Organisation Background

The University Student Guilds (Guilds) for the purposes of this Sector Disposal Authority (SDA) include Guilds of the University of Western Australia, Murdoch University, Curtin University and Edith Cowan University. Each Guild was 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*. The major functions of Guilds are to:

- Represent students to the University via the Guild Council;
- Coordinate activities, events, clubs and societies; and

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- Offer a wide range of student services to enhance and assist student university life.

1.3 Purpose of this SDA

This SDA has been developed by the State Records Office in conjunction with the Guilds, to form part of the Recordkeeping Plan of each Guild, as required under section 16(3) (a-c) of the *State Records Act 2000*.

The objectives of this SDA are to:

- Identify all core business records of the Guilds;
- Identify which records are required for permanent retention as State archives and which records can be destroyed; and
- Establish retention periods for records that will be destroyed, so that they are kept for appropriate periods to satisfy legal, business or other requirements.

1.4 Scope and Implementation of this SDA

This SDA covers the functional records of:

- Edith Cowan University Student Guild;
- Curtin University Student Guild;
- Murdoch University Student Guild; and;
- University of Western Australia Student Guild.

This SDA supersedes SD 2012027 - Sector Disposal Authority for University Student Guilds. Records already sentenced under SD 2012027 which are still in the custody of the Guilds will be re-sentenced as necessary in accordance with this SDA.

This SDA applies to records in all formats.

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Before any records covered in this SDA are destroyed or transferred to the State Records Office as State archives, they will be reviewed by the Guild President (or delegate) and authorized for destruction or transfer.

A record of destroyed records and, where destruction is performed by an external contractor, certificates of destruction, provided by the contractor to the Guild's authorized officer, will be retained in accordance with the *General Disposal Authority for State Government Information*.

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 State Records Office for further evaluation.

If, in any Guild, any record categories are found, for example arising from a new function or a new record type, which are not covered by this SDA, they **must not be destroyed**. In such a situation the State Records Office must be contacted with a request to amend this SDA. No records in such a category are to be destroyed until approval is obtained from the State Records Commission to amend this SDA. Any unauthorized destruction of records is an offence under s78 of the *State Records Act 2000*.

1.5 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.

1.6 Review of this SDA

The State Records Office, in conjunction with the Guilds, will review the structure and use of this SDA within five years of its approval. The revised SDA will be submitted to the State Records Commission for approval prior to its implementation.

2. SPECIFIC MATTERS

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2.1 "Significant" Records

In this SDA, each disposal class has usually been assigned a Disposal Action e.g. Required as State Archives or Destroy.

However, significance of a given activity or event can vary. For example:

- Major disciplinary procedures or minor disciplinary procedures;
- Major acquisition or minor acquisition;
- Major presentation or minor presentation, etc.

Therefore, to cater for such variations in the significance of events or activities, disposal classes have in many cases 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 these cases, the term "**significant**" has been used to identify records of archival value.

The criteria for determining which records are "**significant**" are that the activity:

- 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;
- 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.

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2.2 Archives Not Transferred to the State Records Office

All State archives identified in this SDA will be transferred to the State Records Office before they are 25 years old.

2.3 Restricted Access Archives

A restricted access archive is "a State archive that is a government record and to which access is restricted until it is of a certain age" (*State Records Act 2000, sect. 3*). Part 6 of the *State Records Act 2000* provides for the restriction of certain categories of State archives.

Any access restrictions that apply to State archives identified in this SDA are documented in a separate *Restricted Access Justifications* report.

3. DEFINITIONS

3.1 Definition of Terms

Custody: *means* the minimum retention period for which records are to be kept prior to their disposal. The Custody statement includes the disposal trigger that begins the retention period.

Destroy: *applies* to records identified as having temporary value and which will be destroyed once their retention period has expired.

Disposal Action: *means* the final disposition for records once their retention period has expired. The main disposal actions are "Required as State archive" and "Destroy".

Required as State archives: *applies* to records identified as having permanent value State archives are to be transferred to the State Records Office once their retention period has expired.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD COUNCIL / SENATE</i>				
1	GUILD COUNCIL / SENATE	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"> • Constitution. • Statutes. • Rules and regulations. • Standing orders. • Appointment, resignation or removal of Guild Council / Senate members. • Lists of Guild Council / Senate members and office bearers. 	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
1.2		<ul style="list-style-type: none"> • Guild Council / Senate meetings - Agenda and Minutes, and Council Papers, Submissions and Reports. • Submissions where not captured with Council / Senate meeting Minutes. 	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
1.3		Delegations of Authority.	Destroy	Retain 7 years after action completed, then Destroy.
1.4		Provision of training and development to Guild	Destroy	Retain 7 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD COUNCIL / SENATE</i>				
		Council / Senate members.		action completed, then Destroy.
1.5		Council / Senate papers / submissions / reports - working papers.	Destroy	Retain 5 years after action completed, then Destroy.
1.6		Council / Senate meeting arrangements e.g. notices of meetings.	Destroy	Retain 1 year after action completed, then Destroy.
2	GUILD COUNCIL / SENATE ELECTIONS	Election of the Student Guild Council / Senate. Also includes by-elections.		
2.1		Returning Officers reports and declaration of outcome and final results.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
2.2		Student Guild Committee Elections results.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
2.3		Annual Guild Elections coordination material, including: <ul style="list-style-type: none"> • Nominations. • Lists of candidates. • Candidates election material. 	Destroy	Retain 5 years after declaration of election results, then Destroy

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD COUNCIL / SENATE ELECTIONS</i>				
		<ul style="list-style-type: none"> • Elections timetables. • Ballot papers (complete and incomplete). • Advertising and other publicity of elections. • Appeals and recounts; and • Polling booths. 		
2.4		Electoral Roll - including rolls of enrolled students and financial guild members.	Destroy	Retain 1 year after election finalized, then Destroy
3	GUILD MEMBERSHIP	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"> • Completed membership forms; • Renewed memberships; and • Resignations. 	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD MEMBERSHIP</i>				
		Information may be maintained in hard copy or electronically (e.g. in a database).		
3.2		Subscriptions' establishment and administration records.	Destroy	Retain 7 years after action completed, then Destroy.
4	GUILD SERVICES TO STUDENTS	Establishment and management of Guild services provided to students.		
4.1	Activities and Events			
4.1.1	Significant	<p>Significant activities or events arranged and conducted by the Guild including, but not limited to events that are:</p> <ul style="list-style-type: none"> • Unique or innovative. • Attract wide community interest or controversy. • Honour a particular event or special occasion. <p><i>NOTE: see also definition of "Significant" in the Introduction to this SDA.</i></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
4.1.2	Other	Other activities or events arranged and conducted by the Guild, not included in Ref 4.1.1 above.	Destroy	Retain 7 years after action completed, then Destroy.
4.2	Advice and Assistance	<p>Guild advice and assistance to students, includes:</p> <ul style="list-style-type: none"> • Assistance with appeals and grievances against 		

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD SERVICES TO STUDENTS - Advice and Assistance</i>				
		<p>assessment or treatment by the University; and</p> <ul style="list-style-type: none"> • Provision of personal, welfare, health, financial and academic assistance to students provided by the Guilds Education Officers, Student Assist Officers or similar. <p>See also related ACTIVITY:</p> <ul style="list-style-type: none"> • 8. PLANNING for planning and development of services, assistance schemes and campaigns. 		
4.2.1	Significant	<p>Significant assistance to students with respect to appeals / grievances / complaints against treatment or assessment, etc., by the University.</p> <p>Includes, but is not limited to matters that:</p> <ul style="list-style-type: none"> • Set a precedent (e.g. prompt a change in University / Guild policy / procedures); • Are controversial or unique. <p><i>NOTE: see also definition of "Significant" in the Introduction to this SDA.</i></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
4.2.2	Other	<p>Other assistance to students with respect to appeals / grievances / complaints, not included in Ref 4.2.1 above.</p>	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,	Destroy	Retain 3 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD SERVICES TO STUDENTS - Advice and Assistance</i>				
		financial and legal matters, not included in Ref 4.2.1 and 4.2.2 above.		Destroy.
4.2.4		Counselling case files, where the client was less than 18 years at the date of last entry (-18).	Destroy	Retain 25 years after date of birth, then Destroy.
4.2.5		Counselling case files, where the client was 18 years or older at the date of last entry.	Destroy	Retain 7 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
4.2.7		Advice and assistance scheme information disseminated to students.	Destroy	Retain 3 years after action completed, then Destroy.
4.3	Child Care Services			
4.3.1		Personal records or personal case file for each child, including: <ul style="list-style-type: none"> • Childs personal information. • Attendance. • Parental authorization. • Special requirements. 	Destroy	Retain 25 years after date of birth, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD SERVICES TO STUDENTS - Child Care Services</i>				
		<ul style="list-style-type: none"> • Particulars of treatment, including medication, to be given to a child by a care officer. • Injuries that require first aid. • Parent / guardian reports or serious complaints about child care. • Records relating to the death of a child while in the care of the child care service. 		
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 on personal case file.	Destroy	Retain 1 year after action completed, then Destroy.
4.4	Commercial Operations	Establishment and management of Guild commercial operations, (e.g. bookshop, canteen, child care, sports & recreation centre). See also related ACTIVITY: <ul style="list-style-type: none"> • 8. PLANNING for planning and development of Commercial Operations. 		
4.4.1		Establishment and termination of commercial operations.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD SERVICES TO STUDENTS - Commercial Operations</i>				
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 or action completed, whichever is later, then Destroy
4.4.5		Advertising and promotion of commercial operations.	Destroy	Retain 3 years after action completed, then Destroy.
4.5	Clubs and Societies	<p>Establishment and management of Guild clubs and societies.</p> <p>See also related ACTIVITY:</p> <ul style="list-style-type: none"> • 6. LIAISON for Guild liaison with non-Guild university clubs and societies. 		
4.5.1		<p>Establishment and conduct of Guild clubs or societies, including:</p> <ul style="list-style-type: none"> • Applications to establish clubs or societies. • Applications to become an affiliated society with 	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GUILD SERVICES TO STUDENTS - Clubs and Societies</i>				
		<p style="text-align: center;">other subsidiary councils.</p> <ul style="list-style-type: none"> • Registrations to the Guild Council as a University society. • Records of incorporation and deeds of trust. • Constitutions, rules and regulations. • Policies, procedures and guidelines. 		
4.5.2		Register of Guild clubs and societies (can include non-Guild clubs and societies).	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
4.5.3		Club and Society Office bearers appointments and resignations.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
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:	Destroy	Retain 2 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>INVESTIGATIONS OR INQUIRIES</i>				
		<ul style="list-style-type: none"> • Establish Guild Club or Society. • For grants and subsidies to clubs and societies. • Nominations for Club and Society office bearers. <p>Listings of Affiliated Clubs.</p>		action completed, then Destroy.
5	INVESTIGATIONS OR INQUIRIES	Investigations or inquiries, whether conducted internally or externally, relating to Guild operations, activities or services.		
5.1	Significant	<p>Significant investigations or inquiries. Includes, but is not limited to matters that:</p> <ul style="list-style-type: none"> • Set a precedent (e.g. prompt a change in University / Guild policy / procedures). • Relate to controversial matters or have wide Guild or University interest. • Concerns major liabilities or obligations of the Guild. <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>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>INVESTIGATIONS OR INQUIRIES</i>				
5.2	Other	Other investigations or inquiries, not included in Ref 5.1 above.	Destroy	Retain 7 years after action completed, then Destroy.
6	LIAISON	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.		
6.1	Significant	<p>Significant</p> <ul style="list-style-type: none"> • Guild representation and liaison with University Senate / Council. • Guild Council / Senate liaison with stakeholders concerning strategic direction of Guild or concerning major Guild issues (e.g. Voluntary Student Unionism). • Liaison with stakeholders involving substantial Guild action or input. <p><i>NOTE: see definition of "Significant" in the Introduction to this SDA.</i></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
6.2	Other	Other liaison with stakeholders, not included in Ref 6.1 above.	Destroy	Retain 7 years after action completed, then Destroy.
7	PETITIONS AND REFERENDA	Promotion and coordination of student concerns about issues affecting students or student groups.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PETITIONS AND REFERENDA</i>				
7.1	Significant	<p>Significant 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"> • Set a precedent (e.g. prompt a change in Guild or University policy). • Are controversial, unique or have wide Guild / University interest. <p>Includes outcomes or results of Petitions or Referenda.</p> <p><i>NOTE: see also definition of "Significant" in the Introduction to this SDA.</i></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
7.2	Other	<p>Other petitions and Referenda, not included in Ref 7.1 above.</p>	Destroy	Retain 7 years after action completed, then Destroy.
8	PLANNING	<p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> • 71 PLANNING for records not covered in this section. 		
8.1	Significant	<p>Significant</p> <ul style="list-style-type: none"> • Strategic level Guild planning (e.g. Strategic Plans, Business Plans); or 	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PLANNING</i>				
		<ul style="list-style-type: none"> • Planning and development of major Guild projects, commercial operations, programs or services. <p><i>NOTE: see definition of "Significant" in the Introduction to this SDA.</i></p>		
8.2	Other	<p>Other</p> <ul style="list-style-type: none"> • Operational-level planning; or • Planning and development of minor Guild projects, commercial operations programs or services, not included in Ref 8.1 above. 	Destroy	Retain 7 years after action completed, then Destroy.
9	REPORTING	<p>See also related ACTIVITY:</p> <ul style="list-style-type: none"> • 2. GUILD COUNCIL / SENATE ELECTIONS <p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> • 82 REPORTING for records not covered in this section. 		
9.1		Reporting to University Senate / Council.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
9.2		Reporting on Guild functions, operations and services.	Destroy	Retain 7 years after action completed, then Destroy.

LINKING TABLE: CHANGES TO REFERENCE NUMBERS AND DISPOSAL ACTIONS

Moved ACTIVITY see SDA	Deleted FUNCTION - use GDASG
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Ref. No.	Activity	Former Reference No. (SD 2012027)	New Reference No. (SD 2017007)	Change in Retention & Disposal
1.1	GUILD COUNCIL / SENATE	1.1	1.1	No change
1.2	GUILD COUNCIL / SENATE	1.2	1.2	No change
1.3	GUILD COUNCIL / SENATE	1.3	1.2	No change
1.4	GUILD COUNCIL / SENATE	1.4	1.1	No change
1.5	GUILD COUNCIL / SENATE	1.5	1.3	No change
1.6	GUILD COUNCIL / SENATE	1.6	1.4	No change
1.7	GUILD COUNCIL / SENATE	1.7	1.5	No change
1.8	GUILD COUNCIL / SENATE	1.8	1.6	No change
2.1	GUILD COUNCIL / SENATE ELECTIONS	2.1	2.1	No change
2.2	GUILD COUNCIL / SENATE ELECTIONS	2.2	2.2	No change
2.3	GUILD COUNCIL / SENATE ELECTIONS	2.3	2.4	No change

Ref. No.	Activity	Former Reference No. (SD 2012027)	New Reference No. (SD 2017007)	Change in Retention & Disposal
2.4	GUILD COUNCIL / SENATE ELECTIONS	2.4	2.3	No change
3.1	GUILD MEMBERSHIP	3.1	3.1	No change
3.2	GUILD MEMBERSHIP	3.2	3.2	No change
3.3	GUILD MEMBERSHIP	3.3	See GDASG Ref. 78 RECEIPTS AND REVENUE	See GDASG
4.1.1	GUILD SERVICES TO STUDENTS - Activities and Events	4.1.1	4.1.1	No change
4.1.2	GUILD SERVICES TO STUDENTS - Activities and Events	4.1.2	4.1.2	No change
4.2.1	GUILD SERVICES TO STUDENTS - Advice and Assistance	4.2.1	4.2.1	No change
4.2.2	GUILD SERVICES TO STUDENTS - Advice and Assistance	4.2.2	4.2.2	No change
4.2.3	GUILD SERVICES TO STUDENTS - Advice and Assistance	4.2.3	4.2.4	No change

Ref. No.	Activity	Former Reference No. (SD 2012027)	New Reference No. (SD 2017007)	Change in Retention & Disposal
4.2.4	GUILD SERVICES TO STUDENTS - Advice and Assistance	4.2.4	4.2.5	No change
4.2.5	GUILD SERVICES TO STUDENTS - Advice and Assistance	4.2.5	4.2.6	No change
4.2.6	GUILD SERVICES TO STUDENTS - Advice and Assistance	4.2.6	4.2.3	No change
4.2.7	GUILD SERVICES TO STUDENTS - Advice and Assistance	4.2.7	4.2.7	No change
4.3.1	GUILD SERVICES TO STUDENTS - Child Care Services	4.3.1	4.3.1	No change
4.3.2	GUILD SERVICES TO STUDENTS - Child Care Services	4.3.2	4.3.2	No change
4.3.3	GUILD SERVICES TO STUDENTS - Child Care Services	4.3.3	4.3.3	No change
4.4.1	GUILD SERVICES TO STUDENTS - Commercial Operations	4.4.1	4.4.1	No change

Ref. No.	Activity	Former Reference No. (SD 2012027)	New Reference No. (SD 2017007)	Change in Retention & Disposal
4.4.2	GUILD SERVICES TO STUDENTS - Commercial Operations	4.4.2	4.4.2	No change
4.4.3	GUILD SERVICES TO STUDENTS - Commercial Operations	4.4.3	4.4.3	No change
4.4.4	GUILD SERVICES TO STUDENTS - Commercial Operations	4.4.4	4.4.4	No change
4.4.5	GUILD SERVICES TO STUDENTS - Commercial Operations	4.4.5	4.4.5	No change
4.5.1	GUILD SERVICES TO STUDENTS - Clubs and Societies	4.5.1	4.5.1	No change
4.5.2	GUILD SERVICES TO STUDENTS - Clubs and Societies	4.5.2	4.5.2	No change
4.5.3	GUILD SERVICES TO STUDENTS - Clubs and Societies	4.5.3	4.5.3	No change
4.5.4	GUILD SERVICES TO STUDENTS - Clubs and Societies	4.5.4	4.5.4	No change
4.5.5	GUILD SERVICES TO STUDENTS	4.5.5	4.5.5	No change

Ref. No.	Activity	Former Reference No. (SD 2012027)	New Reference No. (SD 2017007)	Change in Retention & Disposal
	- Clubs and Societies			
4.5.6	GUILD SERVICES TO STUDENTS - Clubs and Societies	4.5.6	4.5.6	No change
4.5.7	GUILD SERVICES TO STUDENTS - Clubs and Societies	4.5.7	4.5.7	No change
5.1	INVESTIGATIONS OR INQUIRIES	5.1	5.1	No change
5.2	INVESTIGATIONS OR INQUIRIES	5.2	5.2	No change
6.1	LIAISON	6.1	6.1	No change
6.2	LIAISON	6.2	6.2	No change
7.1	PETITIONS AND REFERENDA	7.1	7.1	No change
7.2	PETITIONS AND REFERENDA	7.2	7.2	No change
8.1	PLANNING	8.1	8.1	No change
8.2	PLANNING	8.2	8.2	No change
9.1	REPORTING	9.1	9.1	No change
9.2	REPORTING	9.2	9.2	No change
10.1	WEBSITE	10.1	See GDASG Ref. 76 PUBLISHING / PUBLICATIONS	See GDASG

Ref. No.	Activity	Former Reference No. (SD 2012027)	New Reference No. (SD 2017007)	Change in Retention & Disposal
10.2	WEBSITE	10.2	See GDASG Ref. 76 PUBLISHING / PUBLICATIONS	See GDASG
10.3	WEBSITE	10.3	See GDASG Ref. 76 PUBLISHING / PUBLICATIONS	See GDASG