

WESTERN SYDNEY UNIVERSITY



Contract No:	(RAMS Use Only) Document No: L /
---------------------	--

TITLE OF AGREEMENT / CONTRACT

PARTIES TO THE AGREEMENT/CONTRACT

1. Western Sydney University
2. _____
3. _____

BUSINESS UNIT RESPONSIBLE

DATES

- Date signed _____
- Review date _____
- Termination _____

RETENTION REQUIREMENTS

See over for guidance on allocating a retention period

- | | |
|---|----------------------------|
| <input type="checkbox"/> Intellectual property/ Commercialisation | GA47-06.00.01 |
| <input type="checkbox"/> Joint Venture | GA28-19.11.02B |
| <input type="checkbox"/> Consultancy | GA47-06.00.01 |
| <input type="checkbox"/> Contracting out | GA28-04.00.01B |
| <input type="checkbox"/> Contract under seal | GA28-04.00.01A |
| <input type="checkbox"/> Major Capital Works | University Archives |
| <input type="checkbox"/> Agreements with potential heritage value | University Archives |

RELATED TRIM FILE/S

ACCESS RESTRICTIONS

Access defaults to staff of the business unit responsible, unless otherwise noted below.

Restrict access to the following position holders only.

CONTRACTS REGISTER

For Contracts valued at \$150,000 or more, has the contract information been entered on the Contracts Register?

YES
Date entered _____

NO (THE CONTRACT **MUST** BE ENTERED OR IT IS A VIOLATION OF **GIPA** LEGISLATION)

N/A (CONTRACT IS VALUED LESS THAN **\$150,000**)

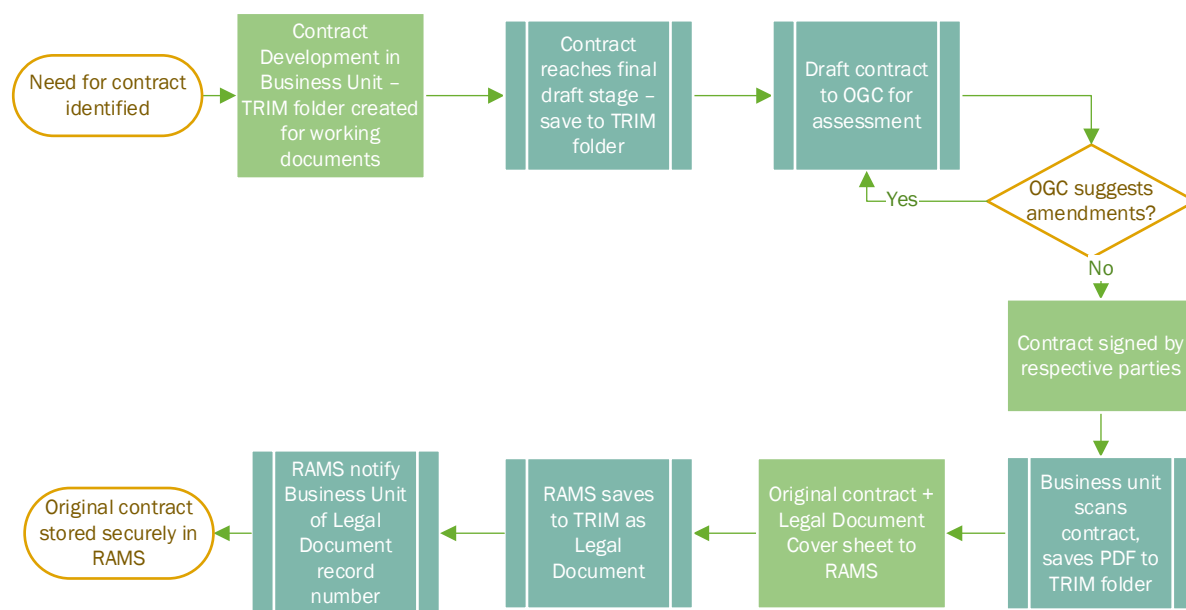
FORM COMPLETED BY

NAME _____

DATE _____

SIGNATURE _____

NOTE The flowchart below is intended to be indicative of the process for the management of legal documents and should be used as a guide only.



CALCULATING RETENTION REQUIREMENTS

Legal documents must be retained in accordance with the requirements of the State Records Act and any other legislative, business or administrative purposes.

Contracting-out

Generally, contracts relating to functions/activities that have been contracted-out to external organisations or individuals should be kept for a period of 7 years from the termination of the agreement, or from the date all conditions of the agreement have been met, whichever is longer. [State Archives & Records Authority, General Disposal Authority GA28-04.00.01B]

Contracts under seal

Contracts under seal should be kept for a period of 12 years from the termination of the agreement, or from the date all conditions of the agreement have been met, whichever is longer. [State Archives & Records Authority, General Disposal Authority GA28-04.00.01A]

Consultancy

Records relating to consultancy activities, including the provision of services, tender/expression of interest where successful and the required service was provided. Keep for 7 years after all terms and conditions of the contract completed. [State Archives & Records Authority, General Disposal Authority GA47-06.00.01]

University Archives

Some documents may need to be kept permanently as part of the University Archives. These include:

- Contracts relating to major capital works such as significant new buildings or works conducted on buildings that are on Local Government, State or Commonwealth heritage registers.
- Contracts relating to matters of potential historical significance. This may be because of the substance of the agreement or the prominence of parties to the agreement.
- Contracts under seal.

Intellectual Property/Commercialisation

Contracts relating to ownership of intellectual property or commercialisation should be retained for a minimum of 7 years from the termination of the agreement, or from when all conditions of the agreement have been met, whichever is longer. Where the agreement is perpetual in nature the contract should be kept for as long as is necessary to protect the University's interests. For contracts where the IP/commercialisation value is significant the contract may need to be kept indefinitely. [State Archives & Records Authority, General Disposal Authority GA47-06.00.01]

Joint Venture

Contracts involving the activities involved in managing joint operations between other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations. [State Archives & Records Authority, General Disposal Authority GA28-19.11.02B]