# Legal Document (LD) Lodgement Form

### For assistance with this form please call the Records Services Helpdesk on Ext: 35334. **Mandatory information is indicated with an asterisk\*.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\*** Title of LD: | | | | | | | | | | |
| **\*** Brief description: | | | | | | | | | | |
| **\*** Business owner responsible for LD: | | | | | | | | | | |
| \* LD Type (see code from Appendix A):\_\_\_ | | | | LD Subtype (see code from Appendix A): \_\_\_ | | | | | | |
| **1. \*Records Management** | | | | | | | | | | |
|  | **\*\*\***Records Services related **file number** (e.g. 2022/XXXX):   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Does this agreement include any International Party? | 🞏 | Yes | 🞏 | No | | | | | | | | | | |
|  | Is it classified as a “significant contract” under the Contracts & Agreements Policy 🞏 Yes 🞏 No | | | | | | | | | |
|  | FOI Confidentiality Clause added? 🞏 Yes 🞏 No | | | | | | | | | |
|  | Total value (AUD): | | | | | | | | | |
|  | Income or Expenditure? Choose an item. | | | | Fixed price or estimate? Choose an item. | | | | | |
|  | Is this LD virtual only (has the agreement been received only electronically)?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 🞏 | | | Yes *– Agreement can be lodged electronically – email completed LD form and agreement to* [*records.services@adelaide.edu.au*](mailto:records.services@adelaide.edu.au) | | | 🞏 | No *– Send physical LD and completed form to Records Services via internal mail* | | | | | | | | | | | |
|  | Are there supporting LDs relating to this document? | | | | | | 🞏 | Yes *– continue below* | 🞏 | No *– go to Section 2* |
|  | List related LD numbers or attach new related LDs (with separate lodgement form): | | | | | | | | | |
|  | Does this new LD replace existing LDs currently lodged with Records Services? | | | | | | 🞏 | Yes *– continue below* | 🞏 | No *– go to Section 2* |
|  | Existing LD numbers being replaced: | | | | | | | | | |
|  | Can these existing LDs be closed? | | | | | | 🞏 | Yes | 🞏 | No |
| **2. Security** *(Once lodged, to view the LD electronically you must be a member of the relevant security group)* | | | | | | | | | | |
|  | Name of security group: | | | | | | | | | |
|  | *Legal Document group is applied by default to all agreements.* | | | | | | | | | |
| **3. Dates** | | | | | | | | | | |
|  | **\***Contract start date: | | | | **\***Contract expiry date: | | | | | |
|  | Review dates (inform date and what revision is required): | | | |  | | | | | |
|  | Milestones (inform date and description): | | | |  | | | | | |
| **4. \*Contact Details** *(List below or attach additional page)* | | | | | | | | | | |
|  | a) Contract / internal contacts: | | | | | | | | | |
|  | |  | Primary contact / contract manager | | | Secondary contact | | | | |
|  | | Name |  | | |  | | | | |
|  | | Position |  | | |  | | | | |
|  | | School / branch |  | | |  | | | | |
|  | b) Other party contacts: | | | | | | | | | |
|  | |  | Party 1 | | | Party 2 | | | | |
|  | | Name |  | | |  | | | | |
|  | | Organisation |  | | |  | | | | |
|  | | Phone number |  | | |  | | | | |
|  | | Email |  | | |  | | | | |
|  | | Country |  | | |  | | | | |
| **5. Obligations** | | | | | | | | | | |
| University’s obligations (inform dates and description): | | | | | | | | | | |
| Other parties’ obligations (inform dates and description): | | | | | | | | | | |
| **6. Notes/Comments** | | | | | | | | | | |
| Additional notes/comments you may want to add to this record: | | | | | | | | | | |
| **7. \*Contact Details For Lodgement** | | | | | | | | | | |
|  | Name………………………………………….................................................................Date………………………….. | | | | | | | | | |
|  | Faculty / school / branch responsible for LD: .......................................................... Phone extension: …………... | | | | | | | | | |
| **RECORDS SERVICES OFFICE USE ONLY:** LD…………... | | | | | | | | | | |

**Appendix A**

Legal Document Types and Subtypes

|  |  |
| --- | --- |
| **TIER 1  (LD Types)** | **TIER 2 (LD Subtypes)** |
| 1. Bank Guarantee | 1. Collaboration |
| 2. Certificate | 2. Confidentiality |
| 3. Contract/Agreement | 3. Consultancy |
| 4. Deed | 4. Facilities |
| 5. File Note | 5. Funding/Grant |
| 6. Letter of Intent | 6. Gift |
| 7. Licence | 7. Human resources (HR) |
| 8. MOU | 8. Information Technology (IT) Services |
| 9. Non-Disclosure Agreement | 9. Intellectual Property (IP) |
| 10. Purchase Order | 10. International |
| 11. Sub-contract | 11. Learning & Teaching |
| 12. Title | 12. Partnership |
| 13. Other | 13. Procurement (non-IT) |
|  | 14. Procurement (IT) |
|  | 15. Property & Leasing |
|  | 16. Release & Indemnity |
|  | 17. Research |
|  | 18. Scholarship |
|  | 19. Services |
|  | 20. Sponsorship |
|  | 21. Student Placement / Internship |
|  | 22. Other |