

# FACT SHEET - 3

## ELECTRONIC RECORDS

- ARE ELECTRONIC RECORDS DIFFERENT TO PAPER RECORDS?
- HOW DO I IDENTIFY ELECTRONIC RECORDS, LIKE WEB RECORDS?
- WHERE DO I GO FOR MORE INFORMATION?

### What are electronic records?

Adequate records (both paper and electronic) must be created where there is a need to be accountable for decisions, actions, outcomes or processes. Paper and electronic records should be created and maintained in a manner that ensures they are clearly identifiable, accessible and retrievable in order to be available when required.

Some specific things to keep in mind when dealing with electronic records include the following:

- Electronic records should be created in a secure environment
- Electronic records should be preserved in an 'on-line' environment (i.e. where possible, try and keep electronic records with short and long term retention requirements online, rather than removing them to disks or CD ROMS which could become redundant or misplaced over time).
- Electronic records should be as *tamper proof* as current technology allows.



Erik the Archive Box goes 'digital'

### Guidelines provided in the Records Management Policy and Procedures Manual

- Identifying which electronic messages are records
- Criteria for identifying and assessing electronic recordkeeping systems. This could be useful if you are using an electronic system and are unsure as to whether the system is managing records or not.
- Guidelines for identifying web records.

*RECORDS MANAGEMENT POLICY AND PROCEDURES MANUAL Available at:*  
<http://www.unimelb.edu.au/records/manual.html>