

## VHERMAG

### Victorian Higher Education Records Management & Archives Group Meeting Minutes – Wednesday 1, September 2011 Sir George Lush Room, Building 3A, Monash University, Clayton Campus

**Chair:** Janet Brennen (Monash)

**Attendees:** Antony Catrice (Deakin), Ken Mould (Deakin), Rick Berry (Deakin), Ross Elford, (La Trobe), Anthony Dean (La Trobe), Kathryn Dan (Melbourne), Lesley Williams (Melbourne), Helen McLaughlin (Melbourne), Angela Cauchi (Monash), Catherine Nicholls (Monash), Janine Patience (Monash), Joanne Evans (Monash), Kye O'Donnell (PROV), Sarah Brown (RMIT), Maree Vaughan (RMIT), Dragana Mitrovich (Swinburne), Shane Arnold (Swinburne), Liz Micallef (VU), Antonina Lewis (VU), Adelaide Parr (VU), Anne Johnston (William Angliss TAFE)

**Apologises:** Josephine Hately (Chisholm), Brian Burchell (Chisholm), Carolyn Lucsombe (Box Hill Institute), Ivy Ng (Gordon TAFE), Jason McGlone (RMIT), Sandy Gillam (RMIT)

#### **1. Welcome to Monash University – Janet Brennen**

##### **1a. Review of Minutes from previous meeting.**

Kathryn Dan reported that the 2010 University Records Forum received positive feedback and that the University of South Australia, have offered to host the event again, later this year.

Janet asked if anyone else has been approached by Google about releasing student graduation information to them. RMIT had as well. Janet reported that Monash said no to Google's request.

##### **2. PROV Standards - Kye O'Donnell**

Kye provided a comprehensive overview of the new PROV Standards. He outlined the background to the project, the key objectives, the communication plans, the benefits to government, and the scope of the project. He also provided an outline of the standards structure.

Janet requested that the PROV consider 'staggering' the timelines for the implementation of these standards (feedback, which Kye agreed to take back to the PROV). Janet also asked for a clearer definition of "outsourced activities & privatisation". The PROV's official response to this, was to employ a lawyer and ask them to interpret the standard for their own organisation.

POD (Places of Deposit) also raised some discussion. It was interesting to note that in order to have a POD, the agency would need to use a PROV Archival Control System.

##### **3. Retention and Disposal Authority - ALL**

PREVIOUS ACTION ITEMS UPDATES

- Antonina to report on list of known issues with 02/01 at next VHERMAG meeting – still compiling
- Janet – compiled all the BCSs sent – no longer available on Quicr. Copies can be provided by email.
- Current BCCs have not been mapped to the disposal authorities – Kirsten will send Janet VU's mapping – still compiling
- As far as VHERMAG is aware, the RDA is still scheduled for 2013 (PROS 02/01 will be revised to extend coverage until 2013)
- Need to determine scope of work before we can get quotes for – the work from Antonina, Kirsten and Janet, will help determine the scope

**ACTION ITEM:** The following people will now meet in a month's time (around the first week of March) in order to work on the outstanding items related to this item.

- Janet Brennen
- Antonina Lewis
- Ross Elford
- Kirsten Wright (VU)
- A representative from Melbourne
- Anne Johnston
- A representative from Swinburne

#### **4. Cloud Computing – issues and experiences – RMIT**

Monash is the only institution using Google Mail. There are difficulties with it. Janet noted that she is happy to talk more with Sandy offline, about the experiences at Monash.

#### **5. Council Minutes – Availability on the web – RMIT**

The main concern here, were the issues around 'commercial in confidence' documents being available on the web. Most other institutions got around limiting access to minutes with intranets and password protected intranets. Others just didn't publish sensitive material online at all.

#### **6. Digitisation Plans – PROS10/2 G1 – ALL**

Many of the institutions present noted, that they have started (or finalised) some of their digitisation plans, many for the digitisation of student records. The challenges of creating digitisation plans were discussed. Overall, one of the biggest issues was about what to send to the VC for sign off. A more 'generic' sign off or some kind of delegation was the preferred way forward for the group.

## 7. Benchmarking – Janet Brennen

Janet discussed how Monash had recently completed some benchmarking work against other G8 Universities.

**ACTION ITEM:** It was proposed that the group would use these questions and do some benchmarking across the VHERMAG.

## 8. Updates - ALL

**VU** – still implementing Oracle URM. Recently underwent a “Pre Pilot Implementation Review”, which was useful. The Archives is still a building site, but now has sprinklers.

**Monash** – have recently moved to the Chief Information Office. TRIM is getting ongoing financial operational support, as it is seen as a corporate system. The Archives is still supporting work on the University’s 50<sup>th</sup> Anniversary. In 2010, over 200,000 digital electronic records were registered into TRIM.

**Melbourne – Records** - working on digitisation plans, and PROV standards work. There will be an upgrade to TRIM 6.2 (from 6.1) in February this year. Kathryn would like to know how other group members dispose of system logs and will send an email to the group. **Archives** – Celebrated their 50 year Anniversary last year. Produced an exhibition and 120 page booklet. Digitising some collection management documentation. Working on new web interface for online searching of their database.

**Swinburne** - Dragana has recently set up some TRIM online training. They plan to migrate to TRIM 7.1 as soon as possible. They have recently had an organisational move into the Library. Working on a ‘pro’s and con’s document about Sharepoint.

**LaTrobe** – Welcomed Anthony Dean. Their area has also recently moved within the organisation, and gone from ICT to Legal and Governance Services. They are working on a project which has involved moving the records of a college that has recently been privatised. Policy and procedure work continues – including finishing work on the procedures for the Archives. TRIM integration with SIS ONE was completed recently.

**Deakin** – More of the same! Nothing new to report at this stage. But are now reporting to the University’s Chief Financial Officer. Deakin also has recently appointed a new VC.

**RMIT** – Working on strategic work. They are also on the tail end of a review of the retention guides. Have appointed a new Archives Officer, and have undergone some other staff changes. Jason also working on a TRIM upgrade.

**William Angliss TAFE** – Have recently upgraded TRIM to 6.2 and moving to a SQL server, all went smoothly. Now scanning documents into TRIM and going to start organising a digitisation plan.