

**VHERMAG**  
**Victorian Higher Education Records Management & Archives Group**  
**Meeting Minutes – Wednesday 1 September 2010**  
Victoria University, Footscray Park Campus, Building K, Level 6, Conference Room 1

- Chair:** Antonina Lewis (VU)
- Attendees:** Matthew Thornley (VU), Mario Costa (VU), Kirsten Wright (VU – Minutes), Dave Hyland (VU), Liz Micallef (VU), Sharon Fraser (VU), Sandy Gillam (RMIT), Jason McGlone (RMIT), Ivy Ng (Gordon), Kathryn Dan (Melbourne), Ross Elford (La Trobe), Angelo Luczek (La Trobe), Janet Brennan (Monash), Antony Catrice (Deakin), Rick Berry (Deakin)
- Apologies:** Adelaide Parr (VU), Sarah Brown (RMIT), Anne Johnston (William Angliss), Lesley Williams (Melbourne), Kelly Vellinis (Swinburne), Dragana Mitrovich (Swinburne), Shane Arnold (Swinburne), Brian Burchell (Chisholm), Josephine Hately (Chisholm), Ken Mould (Deakin), Heather Iles (Goulburn-Ovens TAFE)

## 1. Welcome

Antonina Lewis welcomed everyone to VU and to the meeting.

## 2. Institutional Updates

- VU: Antonina / Kirsten
  - Planning for implementation of Oracle URM – workshops to establish business requirements to go to tender for software configuration
  - The records team is planning to do a physical records survey of all campuses to determine what records are being held, quantities, and storage locations.
  - VU Archives: currently part of a building site due to other construction works at the Footscray Park Campus. Sprinklers are currently being installed in the archives.
- RMIT: Jason / Sandy
  - TRIM rollout progressing – issues with Vietnam campus as TRIM 5.2 does not have a web interface
  - Have been told that implementation of the new PROV Strategic Management Standard is to occur by March 2011.
  - Updating records management and archives policies and procedures
  - RMIT Archives: Project to photograph all artefacts. Rationalisation of space so reboxing and reshelving parts of the collection.
  - Guideline for source and converted records developed – spoke to Andrew Waugh at PROV about scanning / destroying and encourage others to speak to him they need scanning advice.
- La Trobe: Ross
  - Restructure of parts of university – Records area to now report to Legal and Governance Services rather than ICT – changes should be implemented by the end of the year
  - TRIM – deployed to Faculty of Humanities and Social Sciences
  - Developed functionality for Office of the Vice Chancellor to track correspondence
  - Updating intranet including updating procedures and adding more TRIM information
- Deakin: Antony / Rick
  - Updating accession registers and forms for the archives
  - New version of TRIM (6.2.4) implemented
  - Working on replacing the current contract management system with TRIM – some change management issues to overcome
  - TRIM – deployed to the research services area
  - New Vice Chancellor has meant some organisational changes including the departure of senior staff – new management structure still to be determined.
- Melbourne: Kathryn
  - Recruitment in records area coming up soon – also University Archivist
  - Discussions about upgrading TRIM later in the year – still to decide if the upgrade will be to version 6r2 or version 7 (currently on 6.1.4)
  - Looking at rollout of TRIM to Property and Campus services – they currently use TRIM but are on a different dataset. Also engaging with different faculties to potentially deploy TRIM.
  - Scanning –also encourages others to contact Andrew Waugh at PROV for scanning advice.
- VU student records: Liz

- Student Records Unit established in 2008, and since that time have been trying to gather records from faculties which are now the responsibility of Student Records Unit – have everything from 2008 onwards
- Engagement with faculties and Records Services to discuss what to do with the remaining student records being held by faculties which are not required by Student Records.
- Extra storage space acquired at Melton campus for student records storage.
- Gordon TAFE: Ivy
  - Business case to fix the TRIM classification scheme developed
  - Developing a records management policy – including electronic records management information and attached procedures
  - Developed presentation about records management awareness – whole program. This is to be presented to everyone in the institute next year – it will be made compulsory.

### 3. Information sharing

#### Records induction and training strategies

- VU: “Records Essentials” training course developed for all staff.
  - Broken up into 3 groups (general staff, managers, research staff) – staff attend one depending on which group they fall – slightly different content / emphasis in each.
  - Focus is on raising awareness of records management responsibilities and requirements. Fairly basic level of information but responses quite positive so far. About 100 people trained so far with more sessions to be scheduled.
- Deakin: Currently have 350 TRIM licenses and have trained about 250 people.
  - Records management component in TRIM training – so staff sign up for TRIM training and then get records awareness training and TRIM training in the same session.
  - Also looking at doing training sessions around contract management which will be done in conjunction with the solicitors.
  - Have online training product which is used for induction for new staff.
- La Trobe: Tried to get into the induction program but the program was too full to include new content.
  - Ad-hoc group and one-on-one presentations provided but emphasis on use of TRIM not general records awareness.
  - Also have 4 short videos about how to use TRIM on the intranet
- Melbourne – Lots of training done in the past but probably need to reconsider and assess if this is needed again.
  - Online tools used to support face to face delivery
  - No records management information in induction but have had success in getting information into the HR leaving process.
  - Considering use of online training for the strategic management standard – self-contained module.

#### New PROV Strategic Management Standard

- RMIT have been asked to respond to and implement the standard by March 2011 – wanted feedback from others about how they are tackling it and what framework they are using.
  - Compiled the 32 points in a spreadsheet and have columns detailing the level of risk to RMIT, how RMIT is complying, and what needs to be done to raise the standard / ensure compliant.
- It was noted that the new standard could also be used as an opportunity to lobby for more resources, funding, etc, and generally increase profile of records management.
- Monash – Janet has prepared a briefing note about the new standard, looking at full compliance as part of a broader 5 year plan. Has also compiled a spreadsheet showing which areas Monash was already complying with and which parts they need to work on.
  - Action plan to cover deficiencies (dependent on funding / resourcing too)
  - Have highlighted areas where requirements in the standard were already covered by internal 3- year plan

#### New PROV Disposal Standard

- The new PROV disposal standard removes the need to use PRO 29s, although a record of destruction must still be maintained. VU wanted to know what others were using to keep a record of destructions.
  - RMIT – procedures for transfer include their own internal form
  - Melbourne – also uses internal form – but also depends on what is in TRIM.
  - La Trobe – also use internal forms – different forms depending on the records being destroyed (eg if they are in TRIM or not, etc)
  - Deakin – own registers kept – not using PRO 29s.

#### 4. Development of RDA to supersede PROS 02/01

- Antonina will report on list of known issues with 02/01 at next VHERMAG meeting – still compiling
- Janet – compiled all the BCSs sent – available on Quickr here: <https://teamspace.monash.edu.au/vhermag>
- Current BCSs have not been mapped to the disposal authorities – Kirsten will send Janet VU's mapping
- 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 a quote from Enterprise Knowledge – the work from Antonina and Janet will help determine the scope.
- Need to have more involvement from TAFEs not currently part of VHERMAG to provide input into new RDA
- Resources may be an issue – for institutions to provide either money to pay a consultant or to provide staff.

#### 5. Other business

##### University Recordkeepers Forum

- The University Recordkeepers Forum is to be held on Wednesday 13 October, 9am-4.30pm, at the University of Melbourne. This forum was previously attached to the RMAA conference but this year will be held the day before the Australian Society of Archivists' conference
- There will be speakers from both Victoria and interstate, speaking on issues such as web 2.0 and social media, integration of records management systems with other business systems, devolved records management programs, research data management, digitisation projects and web archiving
- The cost is \$50 per person
- More information and the registration form is available from the following site: <http://www.unimelb.edu.au/records/urf2010/>
- Registration forms are to be completed by 24 September (before then if possible)
- Questions and registration forms are to be sent to Kathryn Dan

##### Honorary Titles

Jason at RMIT asked how long other unis are keeping these records – honorary titles are given for 3 years – the recipients are not considered staff members but basic information is held in SAP. Considering a 5 year retention period. The group agreed that 5 years seemed adequate but noted it was a gap in PROS 02/01.

##### ImageNow

Jason at RMIT is trying to find out information about this program – please send any information to him. Some areas of RMIT are keen to use it for image hosting but it does not appear to have any records management / ongoing image management capabilities.

##### Next meeting

The next VHERMAG meeting will be in early December and will be hosted by Monash University.

#### 7. Guest Speaker: Heather Venn – Privacy Victoria

- Privacy Victoria can provide advice and guidance around the application of the *Information Privacy Act* and the *Health Records Act*
- Privacy Victoria has many guidelines and factsheets available on their website: <http://www.privacy.vic.gov.au/>
- Privacy Victoria has training programs available on their website and can also provide tailored training to groups of 15 or more
- Heather spoke generally about the *Information Privacy Act* and noted that Universities have to comply with both the state privacy act and the Commonwealth *Privacy Act*. She also highlighted the study done by Privacy Victoria into the use of Portable Storage Devices and how they posed a risk to organisations due to their uncontrolled use and the quantity of information that can be stored on them. One option is to block all access to USB ports however Privacy Victoria recommends a combination of encryption and training around what should be stored on PSDs.
- She also discussed information collection notices and highlighted that they do not need to be complex, legalistic or long.
- Questions were asked about providing the names of former students (eg to Alumni) – Heather stated that this may be a breach of personal information, as this was not linked to the original purpose regarding why the information was collected
- The use of photographs and old handbooks was also discussed – if handbooks (which may be considered publicly available) have photographs of students in them, this may be an issue depending on the age of the handbooks. Could de-identify or cover up faces and names. If using photographs of deceased people, it is generally considered a courtesy to ask the family's permission to use the image however this is not a right – dead people do not have privacy rights.