



Responsible Recordkeeping in the Senior Vice-Principal's Division

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General Manager, University Records and Policy

- Responsible and compliant recordkeeping in the SVP Division
- Agreed course of action with Jennifer Mann and SVP Division heads
- Focus on EA expertise
- Records Services contacts
- Program of information session and training

- July: Recordkeeping Responsibilities
- August: TRIM – Basics or Refresher
- Sept: Managing and Organising: Using the Enterprise Classification Scheme
- October: Disposal
- November: Tips and Tricks

What is a record?

Information, in any format

created or received by the University

in the course of **conducting its administrative and operational affairs** and

retained as evidence of such activity

Why have records?

- Evidence of action
- Corporate memory
- Business continuity
- Efficiency of operations
- Accountability and compliance – Public Records Act

- Personal
- Advertising material
- Duplicates
- Working papers – which are not a significant part of the action

- Corporate records and information is often duplicated across an organisation. How do you know if you are the responsible party?
 - Originator of the record
 - Responsible for the function
 - First recipient of a document from an external source
 - Coordinating the response
 - According to agreed local rules

Vice Chancellor – overall responsibility

- Ensuring the University creates full and accurate records
- Records management in accordance with Public Record Office Victoria standards
- Recovering any public records that are unlawfully removed from the University

Heads of Budget Divisions – for business unit

- Effective management of University records held within the business unit

University staff

- Complying with records management policies and procedures and seeking to employ best practice

Local records coordinators/experts

- Are a liaison point with Records Services and help develop and practice good recordkeeping in their area

- Create or capture a record when work needs to be documented
- Organise records in hard copy or electronic recordkeeping systems
- Store – know how and where records are kept
- Protect records against unauthorised use
- Safeguard records against loss and damage
- Keep records for the right time – have an active program of disposal using the *University Retention and Disposal Authority*

- Enterprise Classification Scheme
- TRIM records management software
- University Records Retention and Disposal Authority
- Contact officers



Enterprise Classification Scheme

<http://www.unimelb.edu.au/records/ECS/>

Full text search of the entire Thesaurus

Select from the Alphabetical List:

**A B C D E F G H I J K L M N O P Q R S T
U V W X Y Z**

Select from the Function / Activity Descriptor Tree:

- Home
- ACADEMIC PROGRAMS
- ALUMNI RELATIONS
- COLLECTION MANAGEMENT
- EXTERNAL RELATIONS
- FINANCIAL MANAGEMENT
- GOVERNANCE
- HUMAN RESOURCES
- INFORMATION MANAGEMENT
- LEGAL SERVICES
- OCCUPATIONAL HEALTH & SAFETY
- PROPERTY, ASSETS & EQUIPMENT
- RESEARCH
- STUDENT ADMINISTRATION
- STUDENT SERVICES

Effective saving and searching depends on our using a common business language. This thesaurus describes our common business language by identifying the preferred words for describing documents in all of our information systems.

In the thesaurus you will find :

- **Function** - the broadest unit of business performed by **University of Melbourne**
- **Activity Descriptor** - major tasks or areas of service undertaken within each function
- **Subject Descriptor** - topics being addressed within function/activities

For each term, the thesaurus shows :

- **SCOPE NOTES** - notes that provide guidance on the use of a term
 - **Broader Terms** - terms at a higher level
 - **Narrower Terms** - terms at a lower level
 - **Related Terms** - terms at the same level
 - **Use** - approved terms used to identify and save documents
 - **Non-preferred term** - other terms, not to be used to identify and save documents
- More Information about the Thesaurus : The terms in the thesaurus are arranged in a hierarchy of preferred terms, based on the following three levels:

- **Function** - the broadest unit of business functions performed by **University of Melbourne**
- **Activity Descriptor** - major tasks or areas of service undertaken within each function
- **Subject Descriptor** - which describe the more specific subjects or topics related to the matter

The thesaurus also lists non preferred terms including synonyms and equivalents of preferred terms, and obsolete terms. All non preferred terms are linked to preferred terms so that searching always leads the user to the preferred term option.

- Secure sharing across organisational units and over time
- Single authoritative record can be used by many
- Searching
- Information in context



Contact

your Records Services contact person
or www.unimelb.edu.au/records
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