



# Records & the Enterprise Classification Scheme



# What is a University record?

[www.unimelb.edu.au](http://www.unimelb.edu.au)





*“...a record comprised of recorded information in any form (regardless of format), created or received and maintained by the University and its officials in the course of conducting its administrative and operational affairs, and retained as evidence of such activity...”*

*(taken from UOM Records management Policy)*



# ***How do I know what records I need to make and keep?***

*Simple: If a document occurs as a natural consequence of your proper performance of your job, it is a University Record.*

**Administrative records** that support present operations

Records that facilitate **Decision Making**

Records that show **evidence** of legal and government accountability / compliance

Records that **protect / defend the rights** and responsibilities of the University

Records that show **major activities** and operations of your area

Records that document a **significant change** in policy procedure or methodology.

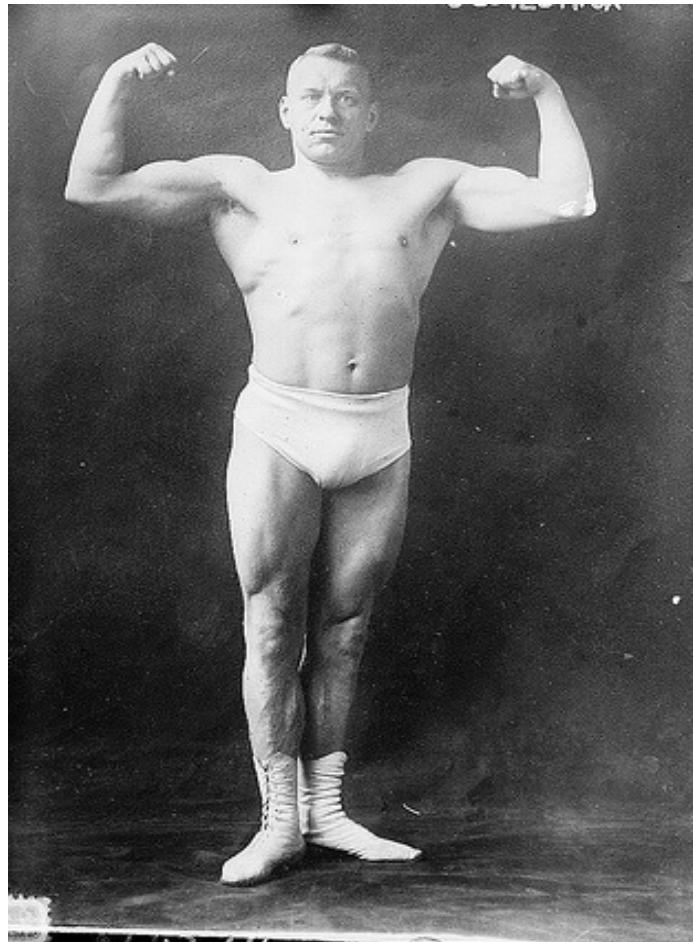


So now that you have attended TRIM  
Training.....



## TRIM, Taut and Terrific

WWW.LIBRARY.OF.CONGRESS.EDU



- Consider TRIM as the official repository for your corporate records
- You cannot treat TRIM exactly the same as a shared drive – a mind shift
- Putting records in TRIM is a good risk management strategy.



## What should not go into TRIM

- Working copies unless you want to keep a record of the background which led to the final corporate record
- Records that are stored in another official university system eg Themis
- Forms that everyone needs to use
- Publications, brochures etc



www.cengage.com



TRIM won't allow you to register a document if you don't have the appropriate file

**Step 1.** Check if file exists in TRIM

**Step 2.** If not, request file to be created

**Step 3.** You need to know which **Function** and **Activity** prior to requesting the file. As well as providing a **free text title**

**step 4:** You also need to provide information about the security level of the file.

## E-mail central records

Please create the following files and let me know the record number

FILE REQUEST 1 : **Financial Management** > Budgeting > **2010**  
**Forecasting.**

**Security:** Senior Executive Access Group

FILE REQUEST 2 : **External Relations**> Enquiries > **DETYA**  
**correspondence**

**Security:** no security



***A system of organising ,classifying ,  
grouping together information  
according to agreed **Function** and  
**Activity*****

- **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**

## What is functional classification?

- **ISO 15489**
- **Records described in context**
- **Based on functional analysis of the university**
- **Model developed to manage electronic records, but works for paper**

# What does it do?

- Helps us to structure and title records in the same way.
- Helps to share information across workgroups, programs and the University
- Improves the evidence used to make decisions and prove actions.



## ***How Does it Work?***

The ENTERPRISE CLASSIFICATION SCHEME consists of two core documents

- Business Classification Scheme
- Classification Thesaurus

***Let's go to the Online Enterprise Classification Scheme***

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



THE UNIVERSITY OF  
MELBOURNE

THE END