VHERMAG

Victorian Higher Education Records Management & Archives Group

29 May 2007 2.30pm

Plaza Room 1, Plaza Conference Centre
University of Melbourne

1. Welcome, apologies & introductions

Present: Haydn Blennerhassett, Sarah Brown, Brian Burchell, Antony Catrice, Kathryn Dan, Lucinda Davies, Ross Elford, Sandy Gillam, Jan Goyne, Antonina Lewis, Helen McLaughlin, Donna McRostie, Barbara Nicholls, Catherine Nicholls, Michael Piggott.

Apologies: Janet Brennen, Jan Getson.

Antonina Lewis and Sarah Brown were welcomed as new members to the meeting.

2. Update on Action Items from last meeting - 22 Nov 2006

No minutes were taken at the previous meeting, which involved a tour of Geelong Waterfront Campus and the Ford Discovery Centre, so there were no action items.

3. Update on activities at each University (all)

Latrobe: Haydn Blennerhassett (HB) discussed two projects: digital recordkeeping and the Corporate Information Program. Users have increased to about 100 at present. Latrobe is exploring different ways to use the Corporate Information Program and other ways of using TRIM Context. Particularly, there is a pilot project digitising central student records, using a web-enabled application, and Latrobe is investigating TRIM and Sharepoint integration. The plans for a new storage facility have been passed over by the new Vice-Chancellor for the present.

University of Melbourne Archives: Helen McLaughlin (HM) discussed implementing TRIM as an EDRMS to initially manage the Archives' administrative records. They are planning to add on a gooey front-end interface in October or November this year. Archives is bidding for funding for 6 different projects, working with Bronwyn Grinstein from the Records Management Program. One of these projects involves funding a 6-month position, converting records to the Commonwealth Series System. Another initiative is converting and mapping data as part of the digital management program. The Howship Project – Benalla, involves the rehousing,

listing and digitising of the collection of dry plate glass negatives created by professional photographer William John Howship between 1904 and 1931. This will be used as a test dataset for the digital management program in the next couple of months.

Chisholm: Brian Burchell (BB) reported that their current work is the Student Results gap project where visiting departments are to consolidate the student database. This is ongoing for 2007.

VUT: Antonina Lewis (AL) spoke about investigating TRIM & EDRMS in the pilot stage. VUT has a decentralised Records Management System and at present they are testing to find the best management method. The four staff members are visiting the departments to ensure that the correct information is being retained.

RMIT Sandy Gillam (SG) reported on the archives' major increase in staff numbers from 1.6 – 7.6, with Sarah Brown employed as a project archivist. This increase has been necessary to prepare for the 120th anniversary and the resultant additional work. Statistics on usage (retrieval etc.) encouraged the employment of new staff. TRIM is being rolled out at the Pro-VC level and to business areas. Bruce Smith will be visiting the Archives & Records Management, to see which areas can be amalgamated & shared. TRIM was originally used by the Chancery and it was not intended originally for the whole university.

Monash Kathryn Dan (KD) reported that Phase 2 of the new Records Management System is in process. In 2006 Monash changed from the redundant Ucollect to TRIM Context. They are finalising the upgrade work and looking at TRIM *Ice* (web client) as a front-end, which also integrates with the student portal. Monash is also implementing an IBM suite for work group collaboration to Lotus notes. Records will need to integrate with Lotus Notes some time in the future.

Deakin Antony Catrice (AC) discussed the closure of Toorak campus and as a result, a lot of work is anticipated. The extensive archives needs to be consolidated, with some records being sent to Burwood and some to Geelong. These include historical records, Red Cross & records that pre-date Deakin itself. Faculties are being advised about non-duplication of student records. Deakin have just celebrated 30 years, producing many booklets for the celebrations.

Ballarat Jan Goyne (JG) discussed implementing EDRS DataWorks. This began in early 2006 & is being gradually rolled out to the business units & faculties, with the first faculty completed by the end of 2007. It will be rolled out to the other schools during 2008. Recordkeeping Information Systems are currently running courses & putting together resource sets for these groups.

University of Melbourne RMP Donna McRostie (DM) discussed the new organisation of the University's administration, planned for the end of 2007, implementing the Melbourne Model or MM08. Records Services might sit under a new area entitled Corporate Information Services, informed by the findings of the Boston Consulting Group. The Proof of Concept is still being rolled out, different uses for TRIM are being tried and some areas prefer Sharepoint rather than TRIM. Despite funding constraints, money is still required to extend the digitisation projects and a space has been secured to do that. Catherine Nicholls (CN) & Lucinda Davies have been involved in a recordkeeping audit program with Internal Audit, which is going well.

4. **New PROV disposal authority PROS 07/01**
   - **Key differences in revised schedule (SG)**
   - **Challenges associated with electronic record keeping (HB)**

SG has identified some key differences between PROS 07/01 and its predecessor. It is a large (217 page) document, broken into activity areas; for example, Human Resources has been divided into industrial relations & sub-units. Contracts management specifically refers to electronic records and tapping into VERS work. Another major difference is in the disposal fields, which have been extended from 35 to 50 years for personnel files and asbestos records extended to 100 years retention, which impacts heavily on archival physical storage allocation. AL mentioned that media clippings are no longer permanent. KD: said that Jan Getson was also documenting the changes between both documents.

HB reported that Latrobe is about to implement the new schedule and have undertaken an impact assessment. It will have a big impact on Latrobe, especially on electronic material. A solution hasn't been found to automating the disposal triggers on electronic documents. Latrobe is planning a risk management assessment & a re-think of the classification system. PROS 07/01 is well-written and specific.

KD was aware that some disposal classes were unworkable in the digital arena.

5. **Scanning and destroying source records (HB)**

HB reported that the aspect of disposal wasn't assessed well enough when Latrobe's new system was implemented. At present, it is dependent on what the user wants to do with the record. Latrobe is testing whether the record can be destroyed after scanning and a pilot project of student records is in place.

SG suggested putting *Review* rather than *Destroy* in the Retention field but HB commented that there would still be the problem of who would do the review. HB feels that supporting an open-ended action is untenable and a solution has not been found as yet.

SG mentioned that staff movement is a problem when the continuity of decision-making on record retention is lost.

The topic was put forward for general discussion.

DM commented on the University of Melbourne's project of scanning and then destroying source records. It involves digitising the accounting invoices & destroying the paper copy.

KD commented that if quality systems are in place, then it is theoretically possible to destroy all source records.

HB closed the discussion by commenting that there should be fewer variables involved. It should be a seamless process, adding as much integrity to the record as possible. He sees a problem with the definition of machine copy.

Action: HB is to request advice on this matter through TRIM Users Group.

6. **Staff development proposal (DM)**
   - **Feedback of draft proforma**
   - **Decision on proceeding or not**

Donna distributed an information sheet on the exchange proposal. The exchange is to encourage a cross-fertilisation of knowledge between universities between all levels of staff.

SG stated that RMIT would like to be part of this project in 2008. DM responded that it would involve a variable commitment, perhaps 1 week or ½ day, similar to practicum work procedures. This would be through an employee swap or HR payment. The suggestion of taking a survey was made, so that RMIT gets a clearer idea of what it is able to provide.

Helen suggested making the project details available for prospective staff to view online.

Action: Donna to compile a template of responses & send it to VHERMAG members, also putting it on the website. She will present a proposal at the next meeting.

7. **Presentations:**
   - **Human Behaviour and the making of records & archives (Michael Piggott)**

- **Report of Canadian Exchange (Catherine Nicholls)**

Michael Piggott spoke about the history of the archival profession and about some of the changes. Appraisal has now been broadened to include the issue of what is to be created. Creation often occurs before an awareness of the technology involved. He gave 3 examples to illustrate different aspects of the creation & collection process: Percy Grainger - his personal & autobiographical museum, Frank Straughan as the founder of Uni Archives & the POW diarists on the Burma/Thai Railway, He mentioned the I-CHORA International Conference on the History of Records & Archives[1] and provided a handout on this and the Spanish *Archives & Social Studies* digital journal[2].

Percy Grainger (1882-1961) was influenced by the suicide of his mother in 1922 and became a meticulous record keeper, partially to commemorate her life, as well as his own. The recording and documentation of rural folk tunes forms part of his collection and an eclectic selection of musical artefacts.

Frank Straughan (1930-2003) had Trades Hall links and was responsible for collecting a wide range of material, which became the basis for the current University of Melbourne Archives collection. He was supported over many years by the work of Cecily Close and Mark Richmond.

The Prisoners of War on the Thai/Burma railway, who created diaries and records of their experiences, show that their urge to witness was stronger than their fear of any physical reprisals.

Catherine spoke about her exchange trip to Canada. She worked in the Government Provincial Archives of New Brunswick, which was located on the University of New Brunswick campus. Catherine was working as a member of the International Council of Archives reviewing records & archival standards (digital) and comparing benchmarking with U21 partners McGill University.

CN visited the University of British Columbia, where they have a state of the art electronic retrieval system in place, using a robotic conveyor arm. This was purchased through large donations, but only for archival & library materials, not Records management. She visited Simon Fraser University in Vancouver. They have good control over their physical records, but do not specialise in electronic systems. The Archives are located in the Student Union, an unusually high profile location.

8. **Other Business**

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[1] http://www3.fis.utoronto.ca/research/I-chora/home.html
[2] http://socialstudies.cartagena.es/

KD There is a PROV network management meeting soon. The Victorian Government Audit Office is planning an audit & review of current standards, especially any necessary additions.

The question was asked *What are people doing with Electronic records preservation?* HB replied that Latrobe is keeping electronic items in TRIM and they will be upgrading to next version.

Latrobe VHERMAG Higher Education & Review Working Group are to report their findings at the next meeting. They are awaiting advice from PROV before presenting any recommendations. They will be focussing on the TAFE assessment.

Action: Ross Elford is to report on these recommendations at the next meeting.

The next meeting will be at RMIT. Sandy is to organise a date in September after the RMAA Conference.