**VHERMAG**

**Victorian Higher Education Records Management & Archives Group**

**Meeting Minutes – Tuesday 6 March 2012**

Victoria University, Footscray Park Campus, Building D, Room D309, 10.00am

**Chair:** Matthew Thornley (VU)

**Attendees:** Jan Askhoj (VU), Mario Costa (VU), Kirsten Wright (VU – Minutes), Jason McGlone (RMIT), Catrino Sgro (RMIT), Kathryn Dan (Melbourne), Adelaide Parr (Melbourne), Janet Brennan (Monash), Jan Getson (Monash) Antony Catrice (Deakin), Ken Mould (Deakin), Shane Arnold (Swinburne), Kara Krusche (Swinburne) Dragana Mitrovich (Swinburne), Gary Lane (Gordon), Lauren Thompson (La Trobe), Yvonne Hardingham (Chisholm), Josephine Hately (Chisholm)

**Apologies:** Sarah Brown (RMIT), Anne Johnston (William Angliss), Helen McLaughlin (Melbourne), Linda McKenzie (Wodonga), Antony Dean (La Trobe), Kevin Scott (VU)

**Observer:** Rachel (practicum student at University of Melbourne)

**1. Welcome**

Matthew Thornley welcomed everyone to VU and to the meeting.

**2. Institutional Updates**

* VU: Matthew / Kirsten
  + Budgetary issues across VU, especially regarding general and administrative staff
  + Have had voluntary redundancies and have lost 2 staff from Records Services as a result
  + EDRMS project funding also under threat – some funding still available but not as much as originally thought for this year
  + In the meantime, progress has been made regarding physical records – upgrade to RecFind 6 last year and have used that as a chance to fix current RecFInd practices and roll out to new areas
  + Fixing and setting up a storage location on the City Queen campus
  + VU Archives: currently digitising oral history tapes onto CD/DVD, working on PROV storage plan for archives.
* Gordon: Gary
  + At the Gordon now for 2 months
  + Is hoping to get more TRIM licences
  + Archives is well organised
* Monash: Janet / Jan
  + Standards project underway – looking at what the PROV standards mean for Uni
  + Soon will go to faculties to discuss with their representatives
  + Project to move hardcopy student records offsite
  + Facilities and Services Dept going electronic
  + Monash Archives: Number of historians still working in archives – institutional history to be launched in May.
* Deakin: Antony / Ken
  + TRIM 7.1 rolling out
  + Update to Saffron 3.1 – alternative TRIM web client. Running well – can do admin via the web client and is very flexible and customisable
  + Training being conducted
  + Deakin Archives: Reorganisation and tidy-up and some moving occurring – Melbourne under control, Geelong next
* Melbourne: Kathryn / Adelaide
  + Involved in a number of large disposal projects including former VCA records (which has raised questions regarding predecessor institutions) and Burnley and Dookie campuses (which has raised questions regarding regional campuses)
  + Major project at the uni to upgrade Oracle which supports many business systems including HR System, Finance, Research system: records staff involved in workshops, asking questions about data migration, retention requirements, etc
  + Digitisation project of current employee files almost completed, working through final issues
  + Records coordinator group – Continuous Improvement Programme – set of questions local records representatives can use in their local areas to determine strengths/weaknesses against PROV standards – developing this into workshop material
* Swinburne: Shane / Dragana / Kara
  + Report commissioned to see if it was better to run TRIM on Oracle or SQL – report recommended SQL as better option for TRIM when Swinburne upgrades to Windows 7 and Office 2010 (this has been delayed until June 2012 which will delay TRIM upgrade)
  + Similar issues regarding budget constraints to VU
  + Developing TRIM elearning modules – using Captivate to create instructional videos and PDF manual to accompany – refresher training for existing TRIM users.
  + Looking at hybrid recordkeeping system for Legal and Governance and Policy areas – not removing hardcopy necessarily, but ensuring that existing electronic files are not printed out unnecessarily
  + Now doing DVC’s mail as well as VC’s mail
  + Looking at archival programme – current practices ad hoc, so trying to put some procedures in place. Also creating internal RDA – simplified PROV schedule.
* La Trobe: Lauren
  + Week 4 at La Trobe
  + Upgraded to TRIM 7.1 recently
* RMIT: Jason
  + Upgraded to TRIM 7.1 before Christmas – ongoing issues still being sorted out. Web client not as good as expected and many requests for desktop installation. Auto-installation was not used so lots of requests to mange.
  + Rolling TRIM out to Vietnam campus in a month or so if TRIM issues can be fixed.
  + Will also look at compliance side of things – issue because Vietnam is a private company.
  + RMIT going to Gmail – gmail access via MS outlook
* Chisholm: Yvonne / Josephine
  + Yvonne – replacing Brian Burchell for 9 months while he is on long service leave
  + Upgraded to TRIM 7.1 last year

**3. RDA Working Group update (Adelaide Parr)**

* First meeting for the year to be held next week (14 March) when draft Support Services function will be discussed. After the working group has discussed it, the draft will be sent to the broader VHERMAG group for comment
* Governance function delayed but still on track as per PROV agreement

**4. Membership of University of Tasmania in VHERMAG (Cathy Fyffe, Uni of Tasmania)**

* All members agreed that the University of Tasmania should join VHERMAG, noting that Cathy would be a great contributor and that, as the only University in Tasmania, it was fairly isolated regarding university recordkeeping.
* Everyone also agreed that the name of VHERMAG should therefore be altered to reflect its membership – no one could think of anything suitable at the meeting, so all members are requested to think of a new name and it will be discussed at the next meeting.

**5. Registering items in EDRMS when outcome not known (Jan Askhoj)**

* Background: updating BCS for use in RecFind – several classes are dependent on knowing the outcome but are registered at the time of file creation (eg, student or staff discipline – retention period depends on guilty/not guilty result).
* General consensus was to err on the side of caution and keep for longest period at first, then when outcome is known, go back and sentence / resentence if needed
* Suggestion to use other metadata fields to help inform records staff of outcome, but still reliant on staff filling out the field

**6. Statute of limitations regarding personal injuries (Kirsten Wright)**

* While researching the draft Support Services function, it was discovered that the statute of limitations regarding personal injury claims has been extended from 7 years to 12 years – which means that records relating to personal injury claims need to be retained for 12 years provided the person has reached 30 years of age.
* This will be reflected in the new RDA but wanted to give everyone a warning that this would happen. The working group will discuss further which classes in the new RDA this will affect.

**7. System backup tapes (Jason McGlone)**

* How long was everyone keeping EDRMS backup tapes for? RDAs not very helpful…
* Kathryn: Uni of Melb has disaster recovery plan for TRIM (separate from Uni-wide disaster recovery plan). Ongoing issue which has been raised with PROV about only having one class in PROS 07/01 for all types of system logs and backup tapes – is intending to ask PROV if the class could be split to separate out audit logs (and similar) and general logs (eg, info showing that an individual staff member could not log on to a system, etc).
* Ken: suggested looking at risk registers which may detail a lot of specific backup information for each system
* Adelaide: Reminder that anything on backup tapes is still discoverable for FOI and legal processes, so keeping for too long is not beneficial either.

**8. Other business**

* Kirsten: is there a VHERMAG representative on the PROV Standards and Policy Stakeholder Committee? – Adelaide to follow up, will become member – if anyone else wants to join too, let her know
* Kathryn: Is anyone upgrading to TRIM 7.2 – Not yet, operating environment required to run 7.2 is prohibitive for universities. Next TRIM Users Forum at Bass Coast will provide a demo of 7.2.
* Josephine: is anyone using security in TRIM instead of access control? – No, everyone using access control, security more for government security agencies who follow security classifications (secret, top secret, etc).

**Next meeting**

The next VHERMAG meeting will be in late May / early June and will be hosted by Swinburne.