VHERMAG

# Meeting details:

Meeting, Wednesday 2nd March 2016

Building C, Room 208/207, Melbourne Polytechnic, Preston Campus

Arrival & morning tea 9.00am for a 9:30 am start.

Time 9.30 am – 12.00 pm.

**Attendees:** Keila Biao (Melbourne Polytechnic), Antony Catrice (Deakin), Jan Getson (Monash), Alan Kong (PROV), Michelle Langley (Federation), Kimberley Lingard-Borg (UoM), Lydia Loriente (Monash), Helen Moore (Melbourne Polytechnic), Sandip Rattan (Melbourne Polytechnic), Kaysie Tran (Chisholm), David Tredinnick (Deakin) and Kirsten Wright (VU).

**Apologies:** Karen Anderson (VU), Cheryl Anthony (Holmesglen), Kate Birch (Charles Darwin), Anne Callahan (Chisholm), Georgina Coghlan (Swinburne), Lilian Coulter-Schulz (RMIT), Kathryn Dan (UOM), Lucinda Davies (UoM), Katrina Joanne Dean (UoM), Anna Fenkl (Box Hill), Cathy Frazer (Melbourne Polytechnic), Cathy Fyfe (UTAS), Katherine Gallen (RMIT), Carmela Gallo (UOM), Liz Irving (La Trobe), Anne Johnston (William Angliss), Dale Kent (Gordon), Kimberley Lingard-Borg (UoM), Jason McGlone (RMIT), Linda McKenzie (Wodonga), Jane McKinna (La Trobe), Shelley McMenamin (Charles Sturt), Dragana Mitrovich (Swinburne), Cath Nicholls (Monash), Samuel Parker (Deakin), Adelaide Parr (UOM), Janet Scriggins (Chisholm), Lauren Thompson (La Trobe).

# Minutes

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|  | **Agenda Item** | **Action Pending** |
|  | **Introduction and Welcome** (Helen Moore & Keila Biao) |  |
|  | **PROV Records Keeping Standards Presentation** (Alan Kong)   * 54% of government agencies reviewed have identified RM failures * 77% of institutes reviewed have RM failures * 63% of those institutes have poor Record Keeping * PROV have recently reviewed the Operations Standards, these amendments include:   + Removal of all timeframes regarding audits   + All records may now be taken outside of the Victorian jurisdiction under exceptional circumstances with prior approval from the Keeper of Records. * PROV are currently reviewing the Capture Standard   + Contact PROV directly if VHERMAG have any feedback to provide regarding this standard. * Recommendations provided by PROV regarding RM risks:   + Institutes should conduct a High Risk High Value (HRHV) analysis using the HRHV framework. Institutes can use the IAMFREE Tool, which will allow institutes to identify the gaps and risks; Contact PROV for details regarding the tool.   + Institutes should do a Functional Analysis of their core functions within the Institute’s Business Processes;   + Combine an Asset Register / Vital Records Register of their HVHR Records such as procurement;   + Do an environmental scan i.e. not just PROV but all required standards and contractual obligations such as HESG, holistically;   + Develop a RM Strategy and Policy of all High Risk documents/records and implement. * Public Records Act = PROV Standards are mandated * PROV don’t conduct compliance audits for two reasons:   + They currently don’t have the resources, &   + They don’t have the legislative power at this point to conduct audits. * In the next 12 months VAGO will be conducting another RM audit across government agencies. * Information Management should be integrated into all Business Management – create a business case – rather than considering RM as an individual team or department. * PROV are developing positive case studies across government agencies who have successfully implemented their RM standards.   + PROV encourage institutes to contact them if they would like to be involved in the knowledge sharing, they will develop case studies based on your institute positive learning outcomes. * Good to have an RM system in place, but without RM incorporated into the business’ Operational Strategies, RM will not be properly supported and implemented into the organisation. * A Mobile Technologies Guide has been developed and released by PROV to properly manage records and information in the cloud, apps and on social media. * Alan has asked VHERMAG to send through their email addresses to be added to the e-newsletter mailing list.   + Keila has offered to send through the email addresses of those who attended the meeting and confirmed they would like to receive the e-newsletter. | * Individual institutes may contact PROV directly / or a collaborative email may be sent through re: Capture Standard. Limited time available to do this. * Contact PROV directly if you have any positive learning outcomes you’d like to share and have developed into a case study. * If you did not attend the meeting but wish to go on the mailing list, please contact Keila Biao directly so that your details may be added to the list. |
| 3. | **Institute Reports**   * **Melbourne Polytechnic** (Keila Biao & Helen Moore)   + Current RM Policy has been reviewed and updated but still not up to RM Standard and will need a complete overhaul.   + MP have a new governance officer who commenced with the institute only days ago, but at this stage, we are yet to be informed as to whether or not RM will be part of their portfolio.   + RM will no longer be sitting in the library under Learning Support Services, at this stage, pending who will be responsible for RM at the Institute. * **FedUni** (Michelle Langley)   + Still rolling ECM out – have recently set up the system to accommodate Procurement (Tender records) and Facilities Services (Property Management records)   + Michelle, Manager Records, Archives and Policy Services has been placed on 6 month strategic project to focus on the roll out – project team of 1. Current focus of this is the roll out of ECM Committees process to 43 Committees (Faculty level and Uni Committees). * **Monash University** (Lydia Loriente)   + MU have planned a 2016 audit program, starting with a Faculty audit that has just commenced.   + MU are rolling out TRIM this year to our own area, eSolutions.   + In 2015 we rolled out HP RM/TRIM to senior staff areas including the VC and Chief Operating Office and VP. Now we are identifying and bringing on board other senior staff related to those areas, particularly areas with committees that report to Council.   + MU have now ceased creating hardcopy for all areas of the University. All existing hardcopy clients have transitioned to creating their own electronic (with one exception who are now creating their own hard copy files), I.e. we no longer provide a registry service, and this is part of us becoming a purely governance unit.   + MU are looking forward to hosting the next VHERMAG meeting at Caulfield campus, with a special guest presenter Dr Joanne Evans from COSI. We will advise of the exact date soon. * **Chisholm Institute** (Kaysie Tran)   + All old records from Microfiche has been converted into electronic version from Compustor.   + Working with FYB (External Consultant) to develop a software to import Docs into the system.   + Currently 20,0000 records but only can import 40 to  50 at a time, they are still working with FYB to get it change.   + Working with our I.T department to update Information Governance.   + Chisholm have drafted a copy of Records Framework and hoping to get it indorse by the CEO.   + Currently working on SharePoint Integration with our I.T Department and FYB   + Explore importing digitised records originally contained on a legacy format into the Institute’s recordkeeping system (RM8)   + Conduct and setting up memorabilia collection shelf relating to the Institute’s   + Trying to develop our disaster plan for physical records kept in Records Management Unit. * **Deakin University** (Antony Catrice) * Gained new staff members- Adelaide Parr as Information Manager, David Tredinnick as Collections Co-Ordinator and Margaret Kent as Project Manager for Records and Information Management Project. * Will be upgrading TRIM from 7.1 to 8.3 * Re writing Information and Records Management policy * Writing Deakin RDA and rewriting BSC * Implementing a records and information management strategy to improve information flow, enhance organisational efficiency and achieve compliance with the PROV. * Preparing a project to undertake a large scale disposal project in Geelong and Burwood. * Consolidating student records, identifying in which system permanent student records exist with a view to disposing of non-permanent student records * Looking at long term physical storage of permanent records requirements at Geelong and Burwood with the view to gaining full compliance with PROV standards. * Looking at Certificate 4 level training in records for some staff. * Undertaking major work place change which should result in all staff reemployed in either their existing roles or different roles. * Looking at systems for managing archives. Considering AtoM and TRIM. * **The Gordon** (presented by Keila Biao on behalf of Dale Kent)   + All Gordon Program Managers will be required to manage certain types of records in RM8.1 (by the end of March 2016). This will be a major step in increasing RM8.1 licenses and usage.   + HR have now been set up with EzeScan to import their records into RM8.1. This has been great and hopefully the finance department will be next.   + Throughout the institute, areas have been cleaning out their storerooms. As a result, Dale has spent most of this year in the archives where over 500+ boxes have been processed. (Normally Dale would receive approximately 100 boxes per month).   + The Gordon are in the very early stages of doing some sort of Commemorative Display (Permanent and Temporary) for the Gordon Students and Staff who served in WWI. Part of this will be a publication based on the Gordon’s role in WWI as a technical education provider. | * Lydia to contact VHERMAG with meeting date & location. Expecting next meeting to be held in Caulfield in May 2016. TBC.      * Dale would like to know if any other institutes have publications or research relating to the institute and their role in WWI? If so, please contact Dale. |
| 4. | **RDA Presentation** (Kirsten Wright)   * New PROV RDA Draft available to VHERMAG members the week starting Monday 7th March 2016 or shortly after that.   + Feedback by VHERMAG members will be required by no later than the end of April 2016 (if any further feedback is necessary); and   + Planning to submit to PROV in May 2016 for approval. * AQF split – have been instructed to have AQF levels split into 1-4, 5-10 and non-award.   + Bachelor and above are to be kept as permanent records;   + Cert I-IV or Diploma to be kept as temporary records for 30 years; and   + Non-award as temporary records of 7 years.   + VHERMAG do not agree with splitting the AQF levels. * Briefly went through:   + Student Admin   + Teachers & Delivery   + Research   + Governance   + Support Services     - For all Health Functions, we need to refer to the use of Patient Information PROS 11/06     - This includes all Health Related Functions under the Health Act including Psychology, Counselling, etc.   + Communication   + Collection Management     - Museums are updating the Collection Management RDA – once approved, the HERDA will no longer have a Collection Management class and we will need to use the Museums & Galleries RDA. | * Kirsten to send a copy of the new draft when ready. * Kirsten has requested that you send feedback to her regarding splitting of AQF levels. |
| 5. | **Other Business**   * Next meeting to be held at Monash University, Clayton in May 2016. * Following meeting to be held at Deakin, Burwood in August 2016. | * Lydia – Date & time TBC * Antony - Date & time TBC |