**VHERMAG**

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

**Meeting Minutes – Tuesday 24 February**

Deakin University 221 Burwood Hwy, Burwood

**Attendees:** Dragana Mitrovich (Swinburne University), Liz Irving (La Trobe Uni.), Adelaide Parr (University of Melbourne), Antony Catrice (Deakin), Catherine Nicolls (Monash University), Jan Getson (Monash University), Karen Anderson (Victoria University), Kirsten Wright (Victoria University), Michelle Langley (Federation University), Tyson Nickels (Federation University), Ken Mould (Deakin University), Antony catrice (Deakin University), Colin Sutherland (Chisholm Institute).

**Apologies were received from:**

Anne Johnston (William Angliss Institute), Keila Biao (Melbourne Polytechnic), Dale Kent (The Gordon), Cheryl Anthony (Holmesglen), Jeff Reaney (University of Divinity), Kathryn Dan (University of Melbourne), Dr. Antonina Lewis (University of Melbourne), Katherine Gallen (RMIT), Jason McGlone (RMIT), Sarah Brown (RMIT), Lachlan Glanville (RMIT),Cathy Fyfe (University of Tasmania), Linda McKenzie (Wodonga Institute of TAFE), Jane McKinna (La Trobe University), Marianne O’Hara (La Trobe), Janet Scriggins (Chisholm Institute).

1. **Welcome, apologies and introductions**

The group were welcomed and apologies noted.

1. **Confirmation of minutes from 25th November, 2014.**

The minutes of the meeting of 25th November 2014 were agreed to be an accurate account of the meeting.

1. **Update From Members**

La Trobe

(LI) Significant structural change at the university and staff cut backs-Records Services escaped relatively unharmed, however but are affected in that there is a large influx of incoming material for archival storage. Has been a positive in that it has been an opportunity to be in contact with a wider population of university staff and raising their profile. A new archive is to be established at Mont Park. There are approximately 22,000 boxes of records to be processed and transferred to new facility, and 5-6000 boxes are expected to be culled prior to the move.

Victoria University

(KA) settling into new role. Preparations underway for a centenary exhibition. Currently doing some project work funded by ANDS on The Foley collection - an archive collected by Aboriginal activist/academic Gary Foley. (KW) New Chief Operating Officer has decreed another round of voluntary redundancies for general staff. Records Services is unlikely to be re structured. Increased take up of RECFind in areas such as Legal Services, Governance and Quality. And there is a general increase in electronic record keeping across the university; HR are consolidating files and are being moved towards electronic staff files and student progress files are all in RecFind. While other staff are exiting the Melton campus Records Services will remain at least til the end of the year. A Digitisation Plan for FOI records has been created and the Business Classification Scheme has been revised.

The University of Melbourne

(AP) Ongoing staff cuts of about 700 positions through the B.I.P. has been a traumatic exercise. Records Services is now a team of 6 including 3 Records Officers. Some other staff affected by BIP will remain as casual appointments.

Records Services will move out of the Raymond Priestly building into the Alan Gilbert building, although storage in the Basement of Raymond Priestly building will be maintained. A new compactus has been purchased and will be delivered soon.

A significant amount of money has been allocated for a Recordkeeping Improvement Project which assess current business applications and push for a wider use of TRIM. The project has a team of 20 to be reduced to 6. TRIM has been upgraded to 8.1.

Monash University

(CN) A new head of Information management has been appointed, Janice Carey. An internal audit review came out well. There is a need to set up an internal audit program- beginning with an audit of Education. (JG) Strengthening policy specifically those relating to records systems and electronic systems to ensure compliance. Ongoing use of archive by historians.

Swinburne University

(DM) There has been no increase of staff -still four staff in Records Management Services. Changes in Performance Appraisal Forms creating issues. Further guidelines have been completed and are now published on the web. TRIM is under review, full implementation is prohibitively expensive so they are looking at all options. There is a push towards increased electronic record keeping however TRIM is not rolled out widely enough. Student results are electronic but result amendments are paper based which causes problems. Looking to digitise and destroy result amendments. Have been archiving exam papers but advice has been that they should be closed access for 30 years. Discussion among the group questioned the decision seeing no valid reason for this and highlighting that it goes against open access policy.

Federation University

(ML) Rolling ECM out to commence in the coming months. Will roll out to 1500 users next year commencing with Contract management. Legal Services are not keen to store their records in ECM. Currently clearing 1000 boxes of archives to off-site storage.

Chisholm Institute

(CS) New Director Amanda Achterberg**.** TRIM RM8 upgrade to 8.1 this year. Received funding to migrate microfilm to TRIM. Deakin (KM) TRIM has an automated bcc address for academics to enter documents. Bid for TRIM 81.

Deakin University

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1. **Guest Speaker**

Guest speaker Prof. Deb Verhoeven on the HuNI (Humanities Networked Infrastructure) project using linked Open Data technology to integrate important cultural datasets into a ‘virtual laboratory’.

1. **Report from Records Disposal Authority Group (LI/KW)**

Everything submitted for the RDA will have to go through PROV’s online web based application known as ORDA. The appraisal statement has been sent to PROV. PROV and VHERMAG have 4-5 weeks to make comment on the draft. PROV will come back with comments in ORDA. Feedback from PROV and VHERMAG can be added through ORDA. Wider stakeholder exposure draft will be sent to stakeholders. Request all people to read and comment on the draft. L.I. will make a table of changes to go to the working group to consolidate into the final version. An excel spreadsheet was emailed to PROV yesterday identifying classes that can go into existing RDA’s rather than the revised 02/01 at PROV’s request. PROV wants existing RDA for Local Government to be used for childcare and parking and are open to change to facilitate 02/01. PROV do not support the class of Permanent Retain in Institution. We had 5 classes of Permanent Retain in Institution that will need to be changed, some will become Permanent, Retain as State Archives, others will be Temporary. Triggers will have to be checked to see if they are appropriate before final draft. The next RDA meeting will be in 6 weeks’ time.

1. **Discussion on Health Clinic Patient Recordings (KW)**

The Interdisciplinary Health Clinic at Victoria University wants to record patient consultations to use as a teaching resource. KW believes they are health records and questions how would they be classed for disposal? There are also privacy concerns. The group agreed the privacy concerns are too great and should be argued against.

1. **Current practice regarding registration certificates such as those provided by the VRQA which entitle TAFE to provide; courses to overseas students, acknowledge its status as a Registered Training Organisation, and entitlement to operate as a Senior Secondary Provider. (AJ in absentia)**

KW considers such registration records as the concern of those issuing it not that of the institution receiving it. Therefore retention beyond administrative use is not a consideration.

1. **Current practice regarding childcare centre/family day care services records.**

**(LMcK in adsentia)**

Group advised to use PROS 10/09 Retention and Disposal Authority for Records of Education and Early Childhood Development –Class 6.0.0 and PROS 09/05 Retention and Disposal Authority for local Government Functions - class 4.6.0

1. **Other business**

KW asked which off-site providers people use. University of Melbourne uses Fort Knox Chisholm uses Iron Mountain, Monash University uses Compustore and Federation University uses Grace. All agreed to be aware of sneaky charges before signing a contract.

(AP) ASA conference and AURA will be in Hobart this year and members are urged to attend and submit papers.

1. **Arrangements for next meeting**

Tentatively at Federation University in Ballarat around May or June. ML will advise.

**The meeting closed at 12-20pm.**