**VHERMAG Meeting**

Thursday 26 September 2013, 10am – noon

John Scott Meeting Room, La Trobe University, Bundoora

**Minutes**

**Attendees:**

LaTrobe University: Lauren Thompson (chair), Liz Irving, Debbie McDowall, Janet Lurati, Jane McKinna

University of Ballarat: Leanne Edwards, Michelle Longley

University of Melbourne: Adelaide Parr, Carmela Gollo

RMIT University: Peter Neale, Lachlan Glanville, Sarah Brown

Deakin University: Antony Catrice, Ken Mould

Monash University: Jan Getson, Catherine Nicholls

Victoria University: Matthew Thornley, Kirsten Wright

eAssure: Toula Varvarigos (guest speaker)

**Apologies:**

Melbourne University: Katherine Dan

RMIT University: Katherine Gallen, Jason McGlone

Gordon TAFE: Dale Kent

University of Tasmania: Cathy Fyfe

**Welcome, apologies and introductions**

Lauren welcomed VHERMAG members to La Trobe and commenced meeting.

**PRESENTATION: TOULA VARVARIGOS (eASSURE)**

eAssure has been working with the Municipal Association of Victoria (MAV) and the local councils to implement a records management improvement program across local government known as “The Step Program”. This project commenced in 2010 and will be implemented in 5 year periods. Local councils are asked to self-assess the current records management practices and then using the resources provided by eAssure to improve record keeping practices and compliance. This is a collaborative project enabling councils to share resources and experiences including involvement in seminars and working groups.

This project is based on a maturity framework to assess current and future capability and capacity including building a skilled workforce.

Other organisations and groups are interested in using the eAssurance framework and resources to improve recordkeeping practices in their organisations. (ie. Water Boards).

**AGENDA ITEMS**

**Endorsement of meeting minutes – 06 June 2013 Lauren Thompson**

Group ***endorsed*** previous meeting minutes.

**VHERMAG Terms of Reference Adelaide Parr**

TOR have been circulated to VHERMAG members for review.

TOR ***endorsed***.

**AURA update Adelaide Parr**

Australasian Universities Record-keepers & Archivists

* Current low participation by Melbourne Universities
* Adelaide Parr – AURA representative for Melbourne
* Action item: to increase email circulation – VHERMAG members to promote this within their universities
* 2014 mini conference to be held. 1 or 2 days and scope still to be finalised
* Teleconferencing should be considered as a format option to increase participation
* Budget constraints make it difficult to attend interstate

**VHERMAG Membership Adelaide Parr**

Some additional universities have been identified which may wish to join VHERMAG:

* Australian Catholic University –ACU has a Melbourne campus
* Melbourne College of Divinity
* Federation University

VHERMAG members to contact Records and Archives areas and invite them to join.

TAFE listing and membership to be reviewed and updated (Kirsten Wright).

**RDA Update Adelaide Parr**

* Draft RDA has been submitted to PROV
* Larger than current RDA – significant additions
* PROV feedback pending
* Once initial PROV feedback has been received, a 6 week stakeholder engagement process for internal and external stakeholder will be undertaken
* Draft RDA will be circulated to VHERMAG members once initial PROV feedback has been received
* Other resources will be issued to VHERMAG members including operations manual, import tools into EDRMS systems, indexing guide and linking table
* RDA sign off by PROV expected July 2014

**Higher Degree by Research file - HDR Kirsten Wright**

This file contains: supervision notes, progress reports, examiners reports etc. VU sought other VHERMAG opinions in relation to retention for this file.

***Response***: all universities have been keeping for 7 years following completion or withdrawal.

**INSTITUTIONAL UPDATES**

**La Trobe University** **Lauren Thompson**

* Current priorities compliance and risk assessment of records management including a review of policies and procedures
* Storage facility has been re-opened this week following OH&S review and repairs
* Welcome to Liz Irving the new archivist. Liz will develop an archive collection as part of her role
* Compliance audit (internal audit) focus on storage facility – future issue

**Victoria University Matthew Thornley**

* Current priority is the merging of the two hardcopy student records, one central and one local (school level). This large scale project is assisting with information sharing, accessibility and improving operational efficiencies
* Long term goal is to have the student file as an electronic / digital file. General discussions regarding this issue have been held with IT
* Jan Askhoj has resigned and relocated to Japan

***Archives* Kirsten Wright**

* Volunteer program now exists in Archives. Two VU students one day each per week
* Current project remapping of provenance entities for predecessor institutions. Some input from RMIT in relation to Melbourne College of Decorating. Large project and ongoing

**Ballarat University Michelle Langley**

* Michelle has been at Ballarat University for 3 months
* Faculties have previously self-managed their records responsibilities. Now records team is providing support, advice and education to improve records management practices.
* Main issue , faculties have stored records in ad hoc ways. This is being streamlined and coordinated through the records team
* Current priority, updating policies and procedures
* Pilot EDRM roll out scheduled for November 2013

**University of Melbourne Carmella Gollo**

* MIM/TRIM interface project implemented and operational. (MIM - Minutes information management software)
* New records & archives web site relaunched
* Business improvements university wide includes a focus on records management. Town Hall meetings to promote organisational focus not faculty focus.
* Training module for HR staff on using TRIM – completed and will be compulsory for new staff members
* Records awareness training program developed by Techniworks currently underway and will be completed soon
* Records training (online) will be mandatory for all new staff members once modules available
* Continuous improvement / self-audit tool created by University of Melbourne available to VHERMAG members under free licenced agreement

**RMIT Sarah Bird**

* Records & Archives units are fully staffed. Welcome to Peter Neale and Lochlan Glanville.
* Archives web site re-design is underway
* HDMS to TRIM data transfer project is progressing and will be supported by new staff members
* Revised disposal process. New delegation of authority and reporting requirements to assist this process
* PROV transfer project. A few record classes (exam papers and cash books) have been identified for transfer to PROV. This project has just commenced and future updates will be provided. Potential for all permanent classes to be transferred to PROV based on this project findings

**Deakin University Ken Mould**

* Launch of digitised student record throughout the university. All photocopiers etc have been programed and staff training provided to enable all staff members to add to electronic student record
* Move towards a paperless office
* University restructure and staff relocations. One direct effect is the reduced storage capacity at faculty level. This has created some additional workloads for Records & Archives – all positive

**Monash University Catherine Nicholls**

* Staff changes at Monash. Voluntary redundancy and secondments confirmed as permanent appointments have created some vacancies in Records services
* On line exam project – has been completed and is successfully implemented. All faculties will now submit exams into TRIM
* Records area has been relocated. Collection remains in same location
* New item type for Solicitors is currently being developed
* Review of standard operating procedures
* Working with e-solutions BPI (IT) to build partnerships for future projects.

**OTHER BUSINESS**

**Reporting framework Peter Neale**

RMIT asked if other universities have reporting frameworks, what and when (ie.,timeframes)

***Responses***

Most universities have some formal reporting on either usage or more commonly compliance (sometime included in Internal Audit reports)

Deakin University – usage reporting

University of Melbourne – keeps statistics , evaluation forms from training etc. Some formal reporting

**Continuous Improvement program Adelaide Parr**

University of Melbourne has a Continuous improvement records management program available to universities under a free to use, licence agreement

**TRIM 8 Launch Ken Mould**

Ken attended last HP TRIM forum. NSW TRIM licences are cheaper than buying licences in Victoria. Some discussion around history of this issue and potential future trends. VicGov WOG licence agreement with HP TRIM software as a service, cloud module has not progressed.

**Managing stakeholders Peter Neale**

RMIT asked if any of the universities had a formal process for managing stakeholders which have repeated user error difficulties.

***Responses***

All universities had their own process for managing this. It was generally an informal mechanism.

Deakin University – did list names by appointment of users who had security breeches

University of Melbourne – met with clients and addressed issues locally. An escalation process was available if needed.

**NEXT MEETING**

Location – Deakin University (Geelong campus)

Date – 4 December 2013

**CLOSE OF MEETING 12.15PM**