VHERMAG

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# Meeting details

Meeting, Thursday 19 May 2016

Building H, Room H7.84 (level 7) Monash University CAULFIELD Campus

Arrival & morning tea 9.30am for a 10am start.

Time 10am – 12.30pm.

**Attendees:** Regine Alessi (RMIT), Melinda Barrie (UoM), Kim Burrell (VU), Janice Carey (Monash University), Georgina Coghlan (Swinburne), Lillian Coulter-Schulz (RMIT), Lucinda Davies (UoM), Sandra Ennor (Monash), Joanne Evans (Monash), Jan Getson (Monash), Liz Irving (La Trobe), Katherine Jarvie (RMIT), Dale Kent (Gordon Tafe), Michelle Langley (Federation), Lydia Loriente (Monash), Paul Magin (ACU), Lyn Maloney (Monash), Shelley McMenamin (Charles Sturt), Fiona Mcrostie (UoM), Dragana Mitrovich (Swinburne), Cath Nicholls (Monash), Michelle Novacco (RMIT), Samuel Parker (Deakin), Adelaide Parr (Deakin), Greg Rolan (Monash), Janet Scriggins (Chisholm Institute), Colin Sutherland (Chisholm Institute), Kaysie Tran (Chisholm Institute), David Tredinnick (Deakin), and Kirsten Wright (VU).

**Apologies:** Cheryl Anthony (Holmesglen), Keila Biao (Melbourne Polytechnic), Antony Catrice (Deakin), Kathryn Dan (UoM), Cathy Fyfe (University of Tasmania), Cathy Frazer (Melbourne Polytechnic), and Anne Johnston (William Angliss Institute).

# Minutes

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| **Item #** | **Agenda item** | **Action pending** |
| **1** | **Introduction and Welcome (Janice Carey)**Janice Carey, Head of Information Management, Enterprise Information Management, eSolutions, provided a welcome and brief overview of information management at Monash University.The presentation, 'What's on your IM T-shirt? A social commentary', covered the following:* Monash goals: excellent, international, enterprising, inclusive.
* 'In the end it's all about the people'. Building trust and relationships.
* Characteristics of successful organisations:
	+ share information as an asset, consumer centricity, collaboration – for informed decisions.
* At Monash, analytics, information management, records management and information architecture is all under the one roof.
* Using the same language is important especially between different teams/disciplines – words such as archiving can mean different things to an archivist or a technical staff member.
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| **2** | **Presentation by Dr Joanne Evans, ARC Future Fellow, Faculty of IT, Monash**Dr Evans gave an overview of the Records Continuum Research Group (RCRG).Main points of presentation, 'Always Becoming: Recordkeeping research and education at Monash'.Explained how Records Continuum theory suits the multiplicities and complexities of our modern world. A metadata model has been developed, which aids interoperability – moving away from islands and silos of metadata.Talked about the ARC Future Fellowship 2015-18 project 'Connecting the Disconnected: Co-designing Inclusive Recordkeeping and Archival Systems'. Aim is to investigate and develop a participatory archival design methodology.Overview of some PhD candidate projects at Monash:* Katherine Jarvie, 'Redressing the Gaps: Appraisal in the Multiverse'. Highlighting the gaps for animal rights organisations, a transformed appraisal model. Taking into account multiple voices, multiple provenances, change the way we conduct appraisal.
* Belinda Battley, PhD candidate from NZ, 'Re-imagining description in the Archival Multiverse'.
* Cath Nicholls, PhD Candidate, 'Children and the Right to Recordkeeping Literacy'. Looking at family recordkeeping around the child, aged 0 to 8, then talking to teachers about how that thinking might be incorporated into the curriculum.

Overview of some recent research projects such as the 'Learning to Walk the Talk' project, funding by the ICA PCOM program. The project aims to understand and apply the key concept of information culture as part of next generation recordkeeping practice. There are plans for a 'Setting the Records Straight' Summit in March 2017 to look at the problems and how to reimagine systems so that they are responsible and accountable, child-person centred, provide historical justice and reconciliation to people who have lived through out-of-home care. Recordkeeping and archiving needs to be designed at the beginning, it's not a bureaucratic process you do at the end.Challenges and changes for recordkeeping and archives:* Theory is at the heart of the recordkeeping profession; practice is at the heart of the recordkeeping discipline.
* The curriculum for recordkeeping is moving from archival systems to digital continuity; from managing business records to recordkeeping informatics.
* Challenge is to maintain and strengthen connections between research, education and practice.

A huge thank you for those that host students for professional practice. Thank you to Sandra Ennor and Janet Brennen (previous manager to Cath Nicholls) for their input into the TRIM assignment for Managing Business Records at Monash. |  |
| **3** | **Provenance in University Archives** There was a discussion lead by Kirsten Wright on how others manage departmental name changes in a records management systems.Discussion points included:* There is no easy solution.
* Challenges include when faculties change – moving from 4 Faculties to 3, new Schools being created, and how to track that.
* Confusion over who owns the records after new Faculties/Schools are created or merged.
* In HP Records Manager (TRIM), when a location is changed, that changes owner and home location for already created records. Legacy data is lost regarding who was the owner and creator at the time. Important to preserve that information, but it is a challenge.
* On TRIM version 8.3, auditing comments can be turned on for when changes are made to locations.
* Option of using a separate system for provenance to work alongside TRIM – Monash has a custom built system for this.
* Suggest creating a new entity in the recordkeeping system when a change happens, rather than editing over an existing location, so that legacy data remains intact.
* Suggest using a genealogy solution like BiblioTECH.
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| **4** | **RDA update – Kirsten Wright**Kirsten Wright reported the following regarding the revisions of the RDA 02/01:* 02/01 has been reinstated and will remain in place until end of 2016. This will cover any disposal undertaken since September 2015, until 31 December 2016.
* Thank you to those that provided feedback on the draft. Feedback has been reviewed and incorporated into a new draft. Most questions have been responded to, but if you want more information or did not get a reply but wanted one, contact Kirsten Wright and Liz Irving.
* Liz and Kirsten have met with Julie and Christine from PROV to discuss and resolve some of the issues, ask questions, and come up with a good way forward for the draft to be submitted.
* The updated RDA and present justification will be submitted to PROV Tuesday 24 May for review.
* PROV will have one month to review the changes. Then PROV will prepare a draft for external consultation, to be published on the PROV website. They will also contact the approximately 15 known stakeholders.
* VHERMAG will responsible for sending out notifications for feedback on the draft, and submissions will be received by the PROV mailbox.
* Feedback will be reviewed by PROV and the working party for the RDA.
* PRAC has been reconstituted, and the appraisal/disposal sub-committee will approve RDAs via email circulation. The estimated approval date is August 2016.

Kirsten Wright and Liz Irving highlighted the major issues arising from recent feedback:1. The collections management function: whether it should stay or go from the RDA. NGV and Museums Victoria are working on a draft that might be suitable, to be finalised by end 2016. VHERMAG will be advised when it is available. If a more general RDA on collections management is created, then collections management will likely be removed from the 02/01 RDA.
2. AQF split in results, graduations, course materials, which split out AQF levels 5-10 (Diploma and above permanent, certificate 1-4 having a 30 year retention). A preferred option was summarised into a position paper and submitted to PROV. PROV confirmed that certificate 1-4 are not considered as state archives. A workaround option has been drafted, to reflect that fact that most institutions would still consider certificate 1-4 to still be permanent organisational records. The trigger for disposal makes clear that all requirements must be met plus a 30 year retention, 30 years after last action and all regulatory requirements have ceased. There was some discussion about this matter, including the following comments:
* PROV has criteria for what makes a permanent record, and it can be difficult to meet that criteria.
* What do other states do, is Victoria consistent with that?
* Does the decision discriminate against certificate 1-4 type qualifications?
* Are there avenues to discuss this further with PROV?
 | ACTION: Deakin and Melbourne University reps to look into altering the VHERMAG email account to be able to send emails.  |
| **5** | **Other business****5.1 Committee records**There was a query about whether to include PowerPoint presentations (slides) in the minutes of Council meetings. Lydia Loriente (Monash University) provided feedback that at Monash, PowerPoint presentations do not normally get captured in the final records. This is because any decision, issue raised, or discussion points would be included in the minutes. However, it is left to the discretion of the Secretary/Executive Officer, to include PowerPoint presentations if the item was thought to be significant.**5.2 Next meeting**Next meeting to be held at Deakin, Burwood, in August 2016. | ACTION: Deakin reps to confirm date & time. |
| **6** | **Reports from Institutions****6.1 Lucinda Davies (UoM)*** Have upgraded their records website.
* Revising the records policy, to be released late May/early June. In line with University standards, written procedures are being converted to written processes.
* Currently reviewing the access processes.
* Improved recordkeeping project – rollout of 3,000 licenses to continue through 2016-17. Recently rolled out to Health and Safety, with more business units to follow.
* Working on a legacy records strategy for electronic records sitting on fileshares, email accounts.
* Converting mandatory records awareness online training to a new platform: elmo (was techniworks), in line with University standards. Providing face-to-face training temporarily until the new training is established.
* New service management tool/service catalogue to guide services to University staff such as records advice, transfers of records.

**6.2 Victoria University (Kirsten Wrigt)*** VU has a new University Archivist.
* Utilising casual staff to respond to current understaffing.
* Busy responding to queries related to centenary activities.
* Have commenced work on a provenance project to clear out existing provenance data and map out VU's provenance history.
* About to commence a project to clean up legacy files including HR files.
* About to commence a review of records management policy and procedures.

**6.3 La Trobe** (**Liz Irving)** * Currently undertaking a disposal program.
* Busy responding to queries related to 50th anniversary. This includes a large digitisation project.

**6.4 Deakin University (David Tredinnick)*** Currently working on a cultural collections group.

**6.5 Gordon Tafe (Dale Kent)*** They recently experienced a restructure. As a result, the reporting line has changed. The area now reports to the Director, Quality and Compliance.
* The Business Applications Unit is scheduled to cease supporting SharePoint. As a result, approximately 7000 teaching documents that currently are stored on SharePoint will be captured in Records Manager (TRIM). All teaching staff will have access to a read-only version of these records through the staff portal.

**6.6 Chisholm Institute (Colin Sutherland)*** SharePoint integration has been rolled out across Chisolm Institute.
* Work undertaken on the Image Library.
* Currently working on a records framework document and digitisation plan.
* Have converted results from microfiche.

**6.7 Deakin University (Samuel Parker and** **Adelaide Parr)*** Currently recruiting for 3 new roles, to end up with a team of 11.
* The team may be moving to another organisation unit, details to be confirmed.
* Developing an information governance framework.
* Developing training induction.
* Rolling out Records Manager (TRIM), with 2000 licenses.
* Working with hardcopy records, with repositories in Geelong and Burwood.
* Undertaking disposal.
* Managing hardcopy in business areas – transitioning from shared drives to Records Manager (TRIM), and also adding SharePoint for a front-end to TRIM.
* A recently OHS audit has put recordkeeping on the radar is raising awareness about the importance of recordkeeping for compliance.
* Upgrading to Records Manager 8.3
* Promoting the archival collection. This includes having some teaching in the university draw on the collection, such as the Bachelor of Entertainment Production.

**6.8 Australian Catholic University (Paul Magin)*** Paul has just transferred from the Sydney campus.
* The records and archive staff is a team of one, reporting to the Director of Governance.
* Working on a framework and have written an information management policy.
* Planning to replace SharePoint with Records Manager (TRIM). A challenge with the changeover will be cultural change.

**6.9 Swinburn (Dragana Mitrovich)** * The team will be relocating from their current space to the library. This will reunite them with the information resources group. Unfortunately, records storage will remain in the old office space, which may cause some challenges for records retrieval.
* Currently writing a procedure for how to destroy electronic records from TRIM that are due for destruction.
* Office 365 is being implemented for staff, which does not integrate with TRIM 7.1 which is used for recordkeeping. As a result, they will implement SharePoint and also upgrade TRIM to HP Records Manager 8 (new version of TRIM).
* Recently completed a large transfer of records to PROV.
* Resources on the public website are being migrated to an new staff-only wiki. Unfortunately, any resources that had been public will soon not be.

**6.10 RMIT (Katherine Jarvie)*** Currently revising their policies and developing an information governance strategy for the organisation.
* Undertaking a compliance survey across RMIT, which includes recordkeeping.
* Working on a large project of digitising microfiche, and are currently sourcing a vendor. Would appreciate suggestions.

**6.11 Monash University (Sandra Ennor)*** Have developed a checklist criteria for University business system owners to self-check if their system is recordkeeping compliant, in recognition that not every user or record is suitable for HP RM (TRIM). Using relevant ISO standards and PROV guidelines, a short set of questions have been developed in combination with a risk assessment matrix to help users understand (in relatively plain English) what they need to consider if their business system contains University records. The assessment is signed off by the business system owner. It will be presented to users as an online form.
* Continuing to implement the internal recordkeeping audit program and have now audited two faculties.
* Nearing completion of implementing a recordkeeping project for senior/executive staff across the University. Main focus has been on governance records which has been successful.
* Sandra is researching work in practice regarding software applications lack of focus on catering to all abilities and the need for awareness and adjustments to a variety of needs. A short mindfulness exercise was conducted related to this.

**6.12 University of Tasmania (Cathy Fyfe)**Written update provided by Cathy Fyfe who was an apology.* Implementation of a Legal Matters Management Solution for our Legal team using HP Records Manager and InMailX
* Implementation of the OCR module in HP Records Manager
* Tasmanian Archive and Heritage Office Compliance Audit undertaken, site visits of physical storage areas to follow. Extremely time consuming. Outcome will the identification of 3 – 5 priorities to be incorporated into our Operational Plan if it hasn’t been identified already.
* Large disposal projects undertaken for Commercial Services & Development and Scholarships and Prizes Office.
* Upgrade HPE Records Manager 8.3 project to commence in June – go live scheduled 3rd Quarter. (Due to SOE moving to Windows 2010/Office 2016 not supported on our current version of HPRM)
* Still undergoing restructures and relocations in some business areas across the organisation – big plans to move campus into city centres.

**6.13 Michelle Langley (Federation)**Written update provided by Michelle Langley who had to leave the meeting before this item.* Continuing to roll ECM out
* All major Faculty Committees that feed into Faculty Board, and University Committees are now using ECM for the dissemination, review and approval of Committee papers
* Focusing on capturing other Committee and Working Party records into ECM
* Investigating the use of electronic student files.

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