Victorian University Records Management and Archives Group

November 17$^{th}$ 2005 2.30pm

University House – Karagheusian Room

University of Melbourne, Parkville

1. Welcome & Apologies

Present: Donna McRostie, Trevor Hart, Catherine Nicholls, Haydn Blennerhassett, Ross Elford, Kathryn Dan, Janet Brennan, Murray Dri, Mario Costa, Antony Catrice, Ken Mould, Julie Evans.

Apologies: Michael Piggott, Shane Arnold, Richard Cooke, Sandy Gilliam

2. Terms of Reference

Haydn (HB) was responsible for drafting the Terms. He explained that they were designed in way that would allow the Group to work in a fairly informal/flexible manner. One of the main goals of the Group was to encourage external people, e.g. specialists, to come and speak about various issues at each meeting, so we had a focus for each meeting.

The Terms of Reference were accepted by the group.

Thanks to HB for compiling the Terms of Reference.

**Action:** HB would follow up with Steve O'Connor from Caval, to see if they would be interested in attending any VURMAG meetings.

3. Organisational Arrangements

   a. Chairperson

   As per the Terms of Reference. The host University will provide the Chair *and secretarial support* for the meeting it is hosting.

   b. Dates of meetings & representation from each University

   There will be four meetings per year, the next meeting is scheduled for March 2006.

   c. Email distribution list & website

   It was decided that a listserv and website would be established for the Group. The website will help to create an identity for the group. Information like agenda and minutes, relevant links to member websites (the records and/or archives programs), links to other relevant institutions and resources, etc would appear on the site. It was agreed that the website would be open.

The University of Melbourne will host both the listserv and the website. It is anticipated that both will be up and running by the end of the year. The website will be put into a test environment first, so that everyone can comment on its design and layout.

**Action:** Group members are to let Donna (DM) know if anyone else from the member institutions needed to be added to the group.

4. VVCC role and relationship

There was some discussion initiated by Kathryn Dan (KD) which focused on how our Group saw itself in relation to say the RMAA, or ASA. Overall, it was felt that the group would interact with these other groups when it was relevant and feasible.

This then led to a discussion re the VVCC role and its possible relationship to the Group. HB thought that a good way to get recognition within the University environment would be to have some sort of profile within the VVCC. He thought that perhaps a member of VURMAG could approach the VVCC in relation to a specific issue, in order to raise the profile of the VURMAG and the role of recordkeeping within Universities.

KD asked if there were any models to draw upon and it was decided that if there were any other similar groups (e.g. Australian Council of University Librarians) or other examples to draw upon, these should be looked into. Ken Mould (KM) suggested that the Group should invite someone from the VVCC to come and speak to the Group.

Trevor Hart noted that in order to have credibility, the Group will be required to partake in a few more meetings. We should also look to circulate the reports from the meetings to relevant stakeholders.

**Action:** HD and DM to follow up and see if it would be possible to get a representative from the VVCC (e.g. and Executive Officer) to come and speak to the Group. Although this may be deferred until after the Group has had a few more meetings.

Establish a list of people who might be interested in receiving a copy of the VURMAG.

5. Benchmarking

DM spoke to this item and raised it as a possible area of interest for the Group. KD then provided some background information regarding the outcomes from the recent ASA UNISIG Meeting in NZ. The ASA UNISIG is planning to establish some benchmarking activities, including the collection of statistics about programs. The point was made that it would be a good idea for the VURMAG to put forward ideas re these proposed benchmarking ideas to the ASA UNISIG, then we may be able to help ensure that the statistics gathered are of use.

The kind of statistics that could be gathered include information about:

- total volume of holdings
- arrangement and description activities
- volume of material destroyed

- reference services
- buildings
- personnel and funding
- usage statistics

The goal is that the new statistics need to reflect or cover off on more current recordkeeping issues including information about whether there are recordkeeping systems in place and how many searchable lists for archive collections are on the web.  KM mentioned that at Deakin, they were able to track whether actual documents that were downloaded from web sites, had been opened by the person accessing them.

**Action:** Group to think about the things that they are already measuring statistically and then to also then think about they would like to measure. Lists of ideas should be sent to Kathryn Dan at - kathryn.dan@adm.monash.edu.au before the next meeting in March 2006.

If any Group member receives feedback from any previous benchmarking activities that they have participated in, please forward to the group, via the listserv.

6.  Overview of Records Services & major projects

DM covered off on a range of Uni of Melb projects, including Records Services move from the Uni Secretary's Dep't into the Information Division. Other issues mentioned included the provision of the research records policy, the TRIM EDMS project and the partnership with internal audit.

**Action:** Catherine Nicholls (CN) to send out copy of the criteria used in conjunction with Internal Audit.

7.  Any other business

HB suggested that a CIO (Chief Information Officer) should be invited as a guest speaker to the next Group meeting in March 2006.

**Action:** HB to follow up with the La Trobe CIO and approach them about speaking at the next Group meeting.

8.  Next meeting

To be determined, but it will take place in the first few weeks of March in 2006 at La Trobe University, Bundoora Campus.