**VHERMAG**

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

**Meeting Minutes – Thursday 21 February 2013**

Victoria University, City Flinders Campus, Room 9.15, 10.00am

**Chair:** Matthew Thornley (VU)

**Attendees:** Jan Askhoj (VU), Kirsten Wright (VU – Minutes), Jason McGlone (RMIT), Katherine Gallen (RMIT), Sarah Brown (RMIT), Kathryn Dan (Melbourne), Adelaide Parr (Melbourne), Fiona Ross (Melbourne), Cath Nicholls (Monash), Jan Getson (Monash) Antony Catrice (Deakin), Dragana Mitrovich (Swinburne), Anthea Taylor (Gordon), Lauren Thompson (La Trobe), Jane McKinna (La Trobe)

**Apologies:** Linda McKenzie (Wodonga), Catrina Sgro (RMIT), Cathy Fyfe (Tasmania)

**1. Welcome**

Matthew Thornley welcomed everyone to VU and to the meeting.

**2. Institutional Updates**

* VU: Matthew / Kirsten
  + Major restructure occurring at VU: 5 Faculties have been turned into 8 Colleges, no Schools as part of new structure
  + Corporate area also being restructured into shared services model – waiting for staff to transition into new structure. Hoping that shared services model will lead to more consistent records management across the university (but less admin staff overall).
  + Working on restructuring shared network drives so they use the BCS in the Colleges: looking on what is on old shared drives and migrating key records
  + Once Colleges are all using BCS, looking at expanding use of BCS on shared drives across corporate areas of uni.
  + VU Archives: Conducted audit of data in HDMS – major issues with quality and type of data. Working on priority areas for updating, in particular provenance information.
* RMIT: Katherine / Sarah / Jason
  + Appointed a Training & Engagement Officer – bulk training sessions coming up (previously only trained one-on-one).
  + Looking at contract management and how this done – possibility of pushing more tasks out to power user group
  + Change of focus for RM area: centre of knowledge and advisory service, rather than the ‘doers’
  + Working towards building RM compliance into systems – getting in early during implementation talks
  + Policy framework going to VC’s Exec Committee for approval. Development of new procedures for digitisation and EDRMS.
  + RMIT Archives: Assistant Archivist position approved and will be advertised
  + Instituting changes to records disposal process
* Melbourne: Kathryn / Fiona
  + Broader changes to Uni Secretary’s department – Records Services now part of governance group with internal audit, compliance and legal services
  + Upgrade of uni’s admin systems (HR, Finance, Research management) – project still going, disposal still an issue within the system and Records Services still providing advice
  + Wanting to focus this year on the Local Records Coordinator network – meets every couple of months – good interest group but trying to make LRC role more visible and give LRCs more ‘klout’. Possibility of adding role to PDs
  + Online training – module for HR staff, also one on records awareness and one on privacy – trying to make them all mandatory for new staff
  + Major transfer of records from VCA
  + Melb Uni Archives: Launch of “Protest!” exhibit on 20 Feb – major exhibit for the archives. Huge amount of work but great turnout at launch (Germaine Greer launched) with positive feedback
  + Successful in getting a new storage area which has meant work moving into new space and planning what to do with the space that is left
  + Priority for this year – digital archiving. Setting up server space. Various research data management initiatives feed into this – Records Services & Archives involved in these.
* Deakin: Antony
  + Big workplan for this year – digitisation and TRIM are the priorities
  + Deakin has had some restructures in upper management but so far not affecting records / archives area
  + Ongoing TRIM training and rollout
  + Student records all electronic from next year
  + HR records all in TRIM
  + Contract records system is being audited at the moment
  + Finance Dept may look into digitisation of finance records
  + Research – checking quality of data in TRIM
  + 150 new licenses for TRIM
  + Deakin Archives: Rationalisation of accessions and some culling of existing holdings
  + A few people writing small histories of parts of Deakin’s predecessor institutions
* Swinburne: Dragana
  + Swinburne also going through restructure. Records area now reports to the Director of Information Resources
  + Busy with closure of 2 campuses, moving staff and records onto existing campuses
  + Prahran Faculty of Design also relocating
  + Hiring an external provider to assist with scanning student records to ensure they are done in required timeframe, to fit in with moves and other deadlines. Currently large backlog.
  + Upgrading to ECopy 5 but waiting to move to Windows 7. Currently sorting out licensing issues with ECopy.
  + Had first meeting of Records Management Champion Group – representatives from each faculty. Purpose is to share information and to establish a central point of contact for each area. Very positive first meeting – wikispace set up for discussion
  + Looking at rewriting RM procedures – currently out of date
  + Currently understaffed but no approval to hire anyone (including casuals)
* The Gordon: Anthea
  + Restructure has meant that RM and archives came under the Knowledge Management area
  + Currently without a records manager and officer at the moment, but budget has been allocated
  + With restructures at end of last year, asked staff to send records to them, now going through and registering material
* La Trobe: Lauren
  + Disposal program – paper records in storage and around campus. Finding hidden rooms full of records!
  + Space management process across uni has meant some office areas currently used for records storage will be used for different purposes
  + Review of how TRIM is used in the faculties – but no budget for new licenses
  + Closing Bendigo records office and moving records down to Bundoora
  + RM position at Bendigo is part time – proposal to get this changed to part time archivist at Bundoora
  + Revamp of RM website
* Monash: Cath / Jan
  + Janet Brennen is on secondment for 5 months as Capability Manager – Application Management in eSolutions
  + Managing a project to get exams into TRIM electronically – exams would be electronically submitted and managed in TRIM. Workflow would be used to make any changes to exams, then send to Print Services
  + TRIM Gateway up and running –mean staff can use other systems and retrieve TRIM documents from within other system.
  + Moved all student files out of basement storage and into commercial storage
  + Human Ethics files all fully electronic in TRIM
  + Reviewing internal procedures in light of work done in relation to PROV Standards at Monash. All interviews completed and all areas received reports.
  + Monash Archives: Discussion regarding upgrading existing online databases
  + Put proposal in to get ICA-ATOM to test
  + Looking at possibly using cloud storage for digital audio and video recordings
  + Lots of transfers recently. On verge of serious storage problem!
* Tasmania: Cathy (delivered by Kirsten)
  + HR TRIM implementation progressing, project due for completion at beginning of March
  + Disposal projects have increased since release of Retention and Disposal Schedule in 2012. Some gaps emerging and issues relating to joint funded/collaboration with other universities and organisations where it isn’t defined who is responsible for the records. Becomes apparent when funding is ceasing.
  + Restructure / voluntary redundancies still occurring – lots of change, communication lag of what changes are happening and to which areas causing issues with access controls & security.
  + New CIO starting in March.

**3. RDA Working Group update (Adelaide Parr)**

* Work continuing on drafting the RDA functions. The working group is still on track to submit a full draft to PROV by June.
* Draft RDA will be sent to VHERMAG prior to submission to PROV
* PROV is looking to change the RDA process – Adelaide & Janet Brennen will be meeting with PROV on 26 Feb to discuss changes and find out impact for the RDA
* Based on a [presentation by Julie McCormack and Emma Murray](http://recordkeepingroundtable.org/2012/12/14/reinventing-archival-methods-report-whats-next/) in November 2012: looking to move to a ‘big buckets’ approach to timeframes. PROV wants to use the State Records Office WA Online Retention and Disposal Application (ORDA) to assist drafting and submission process.

**4. Response to Royal Commission into Institutional Responses to Child Sexual Abuse (Sarah Brown)**

* Wanted to find out how others had responded to the announcement of the Royal Commission into Institutional Responses to Child Sexual Abuse
* Katherine G: Identified HR function and childcare records as being two key areas – need to look at what is held, what needs to be indexed if it’s not already, etc
* Kathryn D – Melb Uni issued a disposal freeze – alert sent to all administrative heads to alert them to the Royal Commission and the types of records which may be involved. “Reissued” disposal freeze when Terms of Reference were announced. Have had some enquiries but not many. Need to look at where material night end up – eg, student file may have been destroyed, but would have gone into other files like grievances, police file, etc
* Adelaide / Fiona: Recent [presentation at the Records Management Network by Rebecca Grant](http://prov.vic.gov.au/wp-content/uploads/2013/02/2013-02-12_PROV_RMN_icourts_PROV-website.pdf) regarding how agencies can prepare for a royal commission and the standard process royal commissions normally go through when requesting material from agencies.

**5. Management of security classification (Katherine Gallen)**

* Wanting to know if anyone applies security caveats in TRIM on top of access controls and who determines classification of information in business systems?
* Cath: Monash has similar system for IT Security – standard security classifications across applications. For TRIM, Records Services provides information about the systems, including the types of records stored in it, and ITS assesses the system and assigns an appropriate level to the system as a whole.
* Records Services provides info to ITS for the systems they are responsible for – up to ITS to monitor security of systems across uni.
* Kathryn D: Melb Uni is commencing deployment of similar system. Intended approach is to identify an “information asset owner” for each system and they would be the ones to assess system and deal with risks. Being driven by IT – not clear yet what the impacts will be or how it will be resourced
* Matthew: VU’s RM policy has security information in it but has not really been implemented. Added to RM policy partially in response to an audit issue.

**6. Membership of VHERMAG: RTOs? (Kirsten Wright)**

* Enquiry from Helen Brooks, Manager Student Records & Reporting at Northed International College, Bendigo (a RTO). Wanting to join VHERMAG to join in discussions and share information.
* Adelaide: Had been revising the VHERMAG Terms of Reference following the inclusion of Uni of Tasmania last year. Will circulate with minutes, for discussion at next meeting.
* In the meantime, Helen will be added to the mailing list.

**8. Other business**

* Jason: TRIM deployment – is it possible to open a document automatically in edit mode rather than read only? Most people open in read only. Lauren: TRIM Desktop will open in edit mode if you double click on a document. TRIM Desktop good for basic users, may not be suitable for heavy users.
* Antony: What does everyone do with finance records – invoices etc? Do they get scanned? Current issue regarding travel – material is uploaded into system but no checks in place. Dragana: Invoices etc get scanned and uploaded into Finance 1. Kathryn D: Centralised scanning process for finance records. Adelaide: Similar situation with HR material: training HR staff to do the quality checks on medical certificates, etc, which are uploaded into HR system.
* Adelaide: At Records Management Network last week, a [presentation was given](http://prov.vic.gov.au/wp-content/uploads/2013/02/WOVG_EDRMS_Business_Case_Status-RMN.pptx) on a whole of Vic government EDRMS cloud solution – all inner 10 departments deploying TRIM (or other EDRMS) across the cloud. Cloud solution based in Victoria. Once rolled out across inner 10, other agencies will have the option to participate – will be cheaper and cheaper the more agencies are involved. Possibility that universities could also be involved.

**Next meeting**

The next VHERMAG meeting will be in late April / early May and will be hosted by Monash.