**VHERMAG**

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

**Meeting Minutes – Wednesday 4 December, 2013**

Deakin University, Waterfront Campus, Building D, Room D2.1002, 10.30am

**Attendees:** Matthew Thornley (VUT) Jeff Reaney (University of Divinity) Lesley Williams, Cathlyne Pham, Adelaide Parr (University of Melbourne), Catherine Nicholls, Jan Getson (Monash) Ken Mould, Antony Catrice (Deakin), Dale Kent (Gordon), Leanne Edwards, Anne King, Michelle Langley (University of Ballarat).

**Apologies:** Lauren Thompson, Jane McKinna (La Trobe), Dragana Mitrovich (Swinburne), Kathryn Dan (Melbourne), Jason McGlone, Sarah Brown, Katherine Gallen (RMIT), Kirsten Wright (VU) Anne Johnston (William Angliss), Linda McKenzie (Wodonga).

**Observers:** Annelie de Villiers and Nick Chan (students at University of Melbourne).

**1. Welcome**

 Ken Mould welcomed everyone to the meeting.

**2. Review of minutes of last meeting**

 No comments or changes to previous minutes.

**3. Institutional Updates**

* Deakin University: Ken
	+ Deployment of TRIM and Ricoh fully automated. Student files can be uploaded to TRIM from Ricoh scanners across the university. Automatic upload 3 times a week.
	+ A link between TRIM and Alesco has been created to manage HR files.
	+ Integration of inMailX with TRIM.
	+ Preparation for next year’s 40th Anniversary activities. The archives are being used for items of interest. Call out for items is uncovering new material which is being sent to archives.

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* VUT: Matthew
	+ Student files are being amalgamated from various sources to create more complete single files.
	+ Review of off-site stage process. Currently getting quotes. Compustore are preferred.
	+ Acquired a new compactus to be used for student files in Melton, this should be installed before Christmas.
	+ Undergoing annual cull of student records. Importing student data into REcFind. RecFind is being used increasingly for student files. Some data can be imported from Calllista reducing workload.
	+ VU Docs is a Project to create a Document Records management system across VUT.
* Gordon: Dale
	+ Recently undertook an audit of physical locations for records storage. Found a lot of material had been removed and not returned to where it should be.
	+ With the absence of a Records Manager between appointments there was a drop off on TRIM use. Actively encouraging people to use TRIM through training.
	+ Ongoing work in the archive with historical material.
* Melbourne: Adelaide
	+ Working at getting THEMAS and TRIM talking to each other. THEMAS is Oracle based and handles Finance/HR and Research.
	+ Working on digitisation plans and getting consistent digitation across HR.
	+ Reviewing security in TRIM-moving towards access groups instead of caveats.
	+ TRIM has been endorsed as contracts register across the university and contracts are being digitised.
	+ Moving offices from level 5 to level 6 of Ray Priestley building.
* Ballarat: Michelle
	+ Roll out of ECM in January under Federation University
	+ Finished Records management policy and procedures and expect them to be approved in the next few weeks.
	+ Currently tendering for off-site storage.
	+ Have gained some extra temporary staff to assist organising backlog of records.
* Monash: Catherine
	+ Coping with work load despite being down on staff member. While funding has been tight for staffing there has been extra money for online training. TRIM requests are handled by 3 people on a help desk. New TRIM users can use this help desk. Have had 400 requests in a month.
	+ Ongoing roll out of HR e-files
	+ Review of student files.
	+ Digitisation plans are currently being signed by the V.C.
	+ Dealing with issues around student records at Gippsland campus.
* University of Divinity: Jeff
	+ Student records are managed by the University’s online central student database, Theological Academic Management System (TAMS).
	+ Records Management policy being worked on and will encompass hard copy and electronic files.

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

* The draft RDA has been circulated for internal review and review by PROV. PROV don’t believe we require a Commercialisation function, that we should be using Contracting-Out from(PROS) 07/01, (to be revamped as Contracting) instead. The group agreed Commercialisation as a function should be in the revised RDA and should be argued for with PROV. We will have to build a case for it to give PROV. Members are asked to submit any information regarding commercial activities and projects within their institutions (specifically identifying their breadth and financial impact) to Adelaide that will help build the case that Commercialisation should be included as a function.
* PROV seemed more interested in the permanent classes of the draft RDA rather than the temporary in classes, reflecting a greater interest in what they expect to receive from the institutions, rather than how we deal with temporary records.
* PROV will allow us to use permanent ‘retain in institution’ as a disposal action in the revised RDA.
* The group is on target for a July, 2014 signature from PROV.
* The wider VHERMAG group is asked to review the current draft and submit any thoughts to the group or to Adelaide by January 31, 2014. Following this feedback, it may, or may not need another draft, after which it will be open to more public feedback, both internally and externally.
* PROV advise our car parking and childcare records should be sentenced in accordance with the RDA for Local Government (PROS 09/05) the group is asked to read the current draft with this in mind. Other RDAs to consider are 07/01 (Common Admin. functions), and 11/06 ([Patient Information Records)](http://prov.vic.gov.au/wp-content/uploads/2012/05/PORS11-06PatientInformationRDA-WebVersion20120507.pdf)
* PROV requires the group to undertake stakeholder engagement. VHERMAG members are asked to forward suggested stakeholders to Adelaide so as to compile a list which can be refined later. We are looking to engage people who may represent government, industry, research organisations, funding bodies, the community, unions etc.

**5. AURA (Adelaide Parr)**

* Adelaide reported on the last AURA meeting in Canberra where they identified a problem about a lack of consistent planning and have now created a planning group with state representatives. Discussion followed about the importance of AURA and the various professional groups, but there is sometimes a challenge to convince a wider audience of their relevance-specifically bridging a perceived divide between records and archives.
* The next AURA event will be at Christchurch and will be attached to the ASA/ARANZ conference. Adelaide is involved with both AURA and the organisation of the ASA conference so asks to be sent any feedback, suggestions or a subject of interest that would broaden relevance and interest in the conference.

**6. TRIM update- inMailX (Ken Mould)**

Ken gave a demonstration of inMailX looking and its integration with TRIM. inMailX also integrates with other document/records management systems such as Sharepoint and iManage.

**7. Other Business**

* No other business was raised for discussion.

**8. Next Meeting**

It was decided that the next meeting would be at the University of Melbourne on February 11, 2014.

After conclusion of the meeting the group went on a tour of Alfred Deakin Building including Alfred Deakin Prime Ministerial Library.