VHERMAG Meeting

Thursday 6 June 2013, 10.00 am - noon

George Lush Room, Monash University, Clayton

**Minutes**

**Attendees:**

Antony Catrice (Deakin University), Debbie McDowall, Jane McKinna, (La Trobe University), Lisa Habermann, Andrea Meyer, Catherine Nicholls (Chair), Janine Patience, (Monash University), Katherine Gallen (RMIT University), Kathryn Dan, Adelaide Parr (University of Melbourne), Cathy Fyfe (University of Tasmania), Matthew Thornley (Victoria University).

**Guest:** Andrew Waugh (PROV)

**Apologies:** Jan Getson (Monash), Sarah Brown, Jason McGlone, Catrina Sgro (RMIT University), Dragana Mitrovich (Swinburne University), Katrina Dean, Fiona Ross (University of Melbourne), Kirsten Wright (Victoria University), Anne Johnston (William Angliss), Linda McKenzie (Wodonga Institute of TAFE)

**Welcome, apologies and introductions**

Cath welcomed everyone to the meeting and introductions were made.

**Presentation: Andrew Waugh (PROV)**

Andrew advised that PROV was involved in business planning for the next 4 years. Resources are likely to be concentrated where there are problem areas based on evidence. Need to ensure agencies’ records are properly captured and managed. PROV is trying to make standards etc. easy to understand as many staff in smaller agencies especially are not trained in records management. Government agencies are digitising information, but in a specific way, which will change in future. Government agencies will not own much of the technology they use, as cloud computing etc. takes over.

PROV is currently rebuilding their systems to better respond to user needs with increased speed and reduced costs for transferring paper and digital information.

The IM3 (Information Management Maturity Framework) is due for release soon and is a tool for senior managers to find out how well they are managing information (including the systems and people). The tool helps to emphasize what is important and where resources are best spent.

Another area PROV is working on is with structured data where high risk/high importance records are held. PROV aims to support agencies with record keeping of this data.

SIARD has been identified as the best tool for managing relational databases and PROV needs an agency to trial this system. There is a real risk to organisations when migrations occur and records are lost.

The VERS project hasn’t been revised since 2003 and is expensive to implement, so PROV would like to change it (same principles but more modern technology). Will continue to use it, but in future with look at encapsulation format (e.g. for sound/video). Much of the metadata is not being used, so may be able to be reduced.

The digital archive is currently being re-built. PROV is liaising with the Chief Information Architect to consider what CIO’s need to understand in order to manage their records (i.e. ICT strategies for organisations).

**Institutional Updates**

**Victoria University:**

* Have spent much time putting standards in place for compliance e.g. ensuring information is placed in corporate systems.
* Working on early stages of a new strategy for managing electronic records.
* In archives, Kirsten is looking at AtoM to replace HDMS.
* Have had a restructure and are reviewing how student records are managed under their new structure.

**RMIT University:**

* Jason is interested in terms of references for TRIM champions/Power User Groups, so if anyone has information, please forward to Jason.
* Looking at a possible migration of archival records from the HDMS.
* TRIM is rolling out more widely throughout the organisation.
* Archives are now better resourced and staffed; some bigger projects are to start soon.

**University of Tasmania:**

* University has a new CIO (Jeff Murray), who will provide leadership on records management and future directions.
* Another re-structure is occurring, with a shared model (6 hubs).
* Re-engineering TRIM and upgrading to V7.3. After that will need to re-configure and provide training.
* Currently updating policies and procedures.

**Deakin:**

* Have a new Director.
* Reviewing governance including corporate planning.
* Updating the corporate governance website.
* Some ongoing quality issues are being dealt with in TRIM.
* Currently digitising films/videos.
* The history of Rusden (film/dance etc. in the 1970’s and 1980’s) is currently being written using university archives.

**La Trobe University:**

* Busy with storage and disposal activities.
* Have completed an audit of available storage facilities.
* An exciting development is the use of TRIM in different areas for various purposes.
* There has been interest in the archival collection from a Nursing organisation.

**University of Melbourne:**

* Currently testing integration between web-based database (which disseminates meeting papers) and TRIM.
* Upgrading work is enabling more documents to be taken into TRIM from other systems (e.g. HR system).
* Training is continual as staff change. An online training package for HR records is being developed.
* For Information Awareness Month, Adelaide had put together a 12-step program to help staff with their records (e.g. organising, disposal)
* An interesting project surrounds the rebuilding of the Architecture building with many requests for records as research archives are incorporated into the new building.

**Monash University:**

* Janet is still in her Acting role, so Cath is now the Records Manager as well as the Acting Manager of Records and Archives
* A project involving online submission of Exam papers on TRIM is being piloted and will be reviewed in July. Work is still being conducted on workflow issues.
* Standard Operating Procedures are being updated.
* A Monash strengthening project in student files is looking to reduce the number of paper records that are captured in TRIM. A reduction in percentage of quality checking of documents from 100% to 10-20% is likely to begin soon.
* The Gippsland campus merge with Ballarat University will have implications for managing records.
* Janine advised that Archives are currently handling a number of requests from the Law and Arts faculties for their 50 year anniversaries. The Microbiology department is also having a celebration later in the year.

**RDA Working Party Update**

* Adelaide advised that the work was on track and a first draft is due in two to three weeks’ time. She thanked those who had provided feedback.

**Other Business**

* Janine asked whether other universities were having problems with portable bar code readers and other systems which feed into TRIM (e.g. Callista) following a Windows 7 upgrade. University of Melbourne (Carmela Gallo) may be able to provide some advice.
* Janine also asked if and how other universities were disposing of electronic documents in TRIM when due for destruction. They can be deleted from TRIM, but there are also back-ups to consider.
* Kathryn Dan asked if anyone was going to AURA after the Canberra conference and if they had any topics they wanted discussed. If anyone is interested in discussing the classification comparison project, they can contact Kathryn.

**Next meeting**

The next meeting will be hosted by La Trobe University (date to be advised).