**VHERMAG**

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

**Meeting Minutes – Thursday 28 May 2015**

Federation University Australia, Mt Helen Campus

**Attendees:** Adelaide Parr (University of Melbourne), Antony Catrice (Deakin), Ken Mould (Deakin University), Catherine Nicholls (Monash University), Lydia Loriente (Monash University), Kirsten Wright (Victoria University), Michelle Langley (Federation University), Tyson Nickels (Federation University), Leanne Edwards (Federation University), Liz Doyle (Federation University), Anne King (Federation University)

**Apologies were received from:**

Liz Irving (La Trobe University), Cathy Fyfe (University of Tasmania), Anne Johnston

(William Angliss Institute), Jeff Reaney (University of Divinity), Keila Biao (NMIT), Dale

Kent (The Gordon), Marianne O’Hara (La Trobe University), Cheryl Anthony

(Holmesglen), Linda McKenzie (Wodonga Institute of Tafe), Colin Sutherland (Chisholme

Institute), Janet Sciggins (Chisholme Institute), Sarah Brown (RMIT); Jan Getson

(Monash)

1. **Welcome, apologies and introductions**

The group were welcomed by Claire Shaw, Federation University’s Registrar who provided an overview of Federation University’s current environment since the University of Ballarat, merged with the Monash Gippsland Campus. Claire touched on the University’s current transformation around systems and people – with a focus on Student Retention and Success – a number of projects currently underway to look at how best to retain students. More students applying via direct applications than VTAC – demographics of FedUni Students present opportunities but also challenges.

1. **Confirmation of minutes from 24th February 2015**
2. **Update From Members**

**Deakin**

* Looking to upgrade to 8.1 – HPRM volume licensing changed and is now based on Metadata - approximately $2000 admin $1000 power user per license – plus 20% maintenance.
* Trim Maintenance ceases 2 years from July. HPRM 8.2 is coming
* Outcome of recent review – Records is now part of Information Governance – known as Records and Information Governance – recognition it’s a broader issue than the University realises.
* Research Data – RTO requirements on Recordkeeping. Better association, how we define the records.

**Monash**

* Cath introduced the group to Lydia Loriente – Records Office who has moved over from the Faculty of Education.
* Roll out trim to the Vice Chancellor and Senior Executive – presenting TRIM to the Vice Chancellor
* Rolling Trim out to e-solutions – August 8.1
* Faculty of Education Audit.
* Jan – moving some of secondary storage – converting into archive space. Archives full.

**University of Melbourne**

* UOM have gained some of the Germaine Greer archives
* Records – Legal and Risk – team has shrunk – ½ staff transitional which will go at the end of the year.
* Legal services – power users on Trim
* E-capability project – move university onto records management system – TRIM – looked at Alfresco – Objective demo. 500 users – watch this space.
* Collaboration – Admin Staff out of campuses – so a requirement for systems to get up and running.
* Faculty – restructure of network drives.

**Victoria University**

* Reorganisation – effective January 2015
* Two senior members have resigned –leaving in July
* Interim organisational structure – new structure to be in place in July.
* Records report to the Library – Library reports to the Probos. Records expected to go back under the Chief Operating area.
* Another round of redundancies – 50 in the process of leaving – a lot of disposal work.
* Some traction with student services area – transferring permanent records to the archives.
* Records Management – rolling out electronic records management capabilities to facilities – talks with the student management area, timing due to them going through a change plan.
* Office of Research – using ER since start of the year to expand their use.
* HR – quite a lot of work – project delayed due to change plan.
* Archives – big transfers - Karen has been working on exhibitions
* VU also up for VET reregistration
* Kirsten has been inundated with FOIs.

**Federation University**

* FedUni’s EDRMS, ECM is up and running after nearly 2 years of planning.
* Currently uploading VET records in preparation for ASQA re-registration.
* VET Teachers first to have ECM rolled out as well as a couple of other areas including Procurement and Facilities for Tender Management.
* Records Management Services – student files audit to identify how they are being stored and working with units on proactive archiving practices.

**University of Tasmania** (via email from Cathy Fyfe)

* Another round budget constraints have resulted in more restructures and redundancies which has increased the amount of work coming into our Unit, thankfully we have maintained our current resourcing levels though.
* Increase in the number and size of disposal projects across the organisation.
* Due to restructures significant changes to seat allocations, business structures requiring updating in HPRM for Locations and access controls - communication from affected areas not forthcoming.
* Many administrative support roles (TRIM Liaison Officer) have been made redundant, expectation on RMU to pick up but pushing back as not sustainable for us.
* Big projects including Business Intelligence, replacement of HR system and Student Placement systems, customer relations systems progressing, input into recordkeeping requirements.
* Quality Assurance of Committee records being undertaken to identify gaps.

University of Tasmania are also hosting the AURA forum this year on the 17th August and joint hosting with ASA SIG on the 18th.  If anyone would like to do a 20 – 30 minute presentation on something that you think others would like to know, please Cathy as soon as possible.

**Guest Speaker**

Clare Gervasoni, Curator, Art and Historical Collections, Federation University.

Clare’s presentation looked at the way the Geoffrey Blainey Research Centre is making Federation University’s Art and Historical Collections accessible to a worldwide audience. The Geoffrey Blainey Research Centre’s webpage, on the FedUni website, provides a wealth of historical information, including the University’s Honour Roll, which celebrates the lives and achievements of past students and staff, as well as links to FedUni’s Art Collection, Ballarat and District Industrial Heritage Project, as well as Eureka Mapping, which provides various maps of Ballarat, as far back as the mid 1800s.

Clare also demonstrated how the Federation University Australia Art Collection can be searched for via the Victorian Collections website.

[www.federation.edu.au/curator](http://www.federation.edu.au/curator)

<http://victoriancollections.net.au/organisations/federation-university-australia-art-collection>

**RDA Group**

PROV provided feedback on draft RDA a couple of weeks ago. Draft that was submitted to PROV – uploaded to their new RDA system but there have been some issues. In a couple of weeks, working group should be able to go through the feedback. Christine Mitchell is the new PROV Contact, she is working 2 days a week.

PROV released a new appraisal process early in the year – relates to material declared as permanent.

Still some major issues to deal with in regards to Research and Research Data.

Next meeting on the 9th June – send through any feedback if you haven’t sent it through.

1. **General Business**

**General vs Specific Document types**

Kirsten Wright from Victoria University asked who uses general vs specific document types.

There was some general discussion around both, with Deakin, Monash and FedUni indicating they use both dependant on the record.

**Aura conference**

Who is going?

Ken Mould – Deakin, Kirsten Wright – Victoria University, Adelaide Parr – Melbourne University are going.

Good opportunity to discuss RDA.

**Demonstration of ECM**

Michelle Langley provided the group with a demonstration of ECM, FedUni’s new Records Management System, and showed the group how they were rolling out Records Management training to staff utilising Moodle.

**5. Next Meeting**

Next Meeting being hosted by the University of Melbourne in September.

**Meeting Closed – 12.40**