# Minutes - VHERMAG Meeting

Monday September 19, 2016

Deakin University, Waterfront Campus

Western Beach Room. Level 6, Sally Walker Building, Cunningham St Geelong

Chair:

* Georgie Coghlan (Deakin)

Attendees:

* Adelaide Parr (Deakin University)
* Anne Williams (Deakin University)
* Antony Catrice (Deakin university
* Chris Stueven (University of Melbourne – Records)
* Colin Sutherland (Chisholm Institute)
* Dale Kent (The Gordon)
* David Tredinnik (Deakin University)
* Dragona Mitrovitch (Swinburne)
* Georgie Coghlan (Deakin University)
* Imogen Telfer (University of Melbourne – Archives)
* Janet Scriggins (Chisholm Institute)
* Judy Rogers (Deakin University)
* Kelly McKiernan (Deakin University)
* Kim Burrell (Victoria University)
* Louise Jesson (Deakin University)
* Narelle Parker (Deakin University)
* Sam Parker (Deakin University)
* Vanessa Flanagan (Wodonga TAFE)

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| Item | Lead by |
| *Welcome to Deakin* | Dr Craig Anderson, University Librarian |
| *Introduction to Deakin and DeakinREVOLUTION Project*   * $4million project to change information management processes at Deakin * Deakin moving towards digital and cloud based information management * Implementing a cultural shift regarding the management of records throughout their lifecycle. Previously records were saved at the point of finalisation, now they will be saved at point of creation * Project will implement passive records management taking advantage of current systems being used and integrations with Trim RM to endure compliance (it is not a shift to all staff using Trim RM) * Project Framework   + Cultural Change   + Digital   + Training   + Physical   + Archives | Adelaide Parr |
| *Higher Education RDA Update*   * VHERMAG excited to have a timeline on the RDA * Final draft was sent to PROV (this draft was not shared with VHERMAG prior to going to PROV) * More time needed to provide comment (on final draft) * Request that the final draft is submitted to VHERMAG list share   Changes to RDA:   * Removal of museums and collection management to go into a Collections and Museums RDA. This is positive, no issues with this change * Discussion regarding trigger ‘Transfer to successor institution after action completed’ which is seen as unclear   **Actions:**   * Request clarification on disposal trigger “transfer to successor institution after action completed” * Clarify if Training RDA is being updated in light of the changes to Higher Education RDA * Request that Kristen and Liz release feedback on RDA to VHERMAG forum * Request that Kristen and Liz release copy of final draft to VHERMAG forum | Written update, provided by Liz Irving |
| *Update from AURA Forum in Perth*  *UWA*   * Team being split between Library, Information Technology and Strategy teams (no Information Management Team) * Project: Introduced EDM for student files (took 15 years)   *Fred Flintoff*   * Capturing and managing social media records * System Brolly used to capture social media records (as a trial). System was not proceeded with after the trial * Value of social media records, number of important vs. number of ephemeral   *UWA – Deborah Paisley*   * AURA benchmarking * Capturing digital theses in TRIM (online repository known at PURE) * Archived copy sent to Trim and then an additional copy was sent to the library for storage in PURE (duplication)   *AURAform*   * Replacing AURAforum with GovDex (collaborative space for university records management) * Want to get Information and Records Heard and raise profile and awareness   AURA want to become more formal with a Convenor and write with weight of universities behind them.   * Possibility of new acronym for AURA * QLD have QLD chapter of AURA get together in May each year and have 2 day workshop/conference   **Actions:**   * Run AURA benchmarking * Does VHERMAG want to become a Victorian chapter of AURA?   + If so do we open up AURA to TAFEs? * Can we as AURA develop cross institutional understanding of managing research data?   + Protocol * Should universities be placed under the Commonwealth with a country-wide application of RDAs | AURA attendees |
| *Recordkeeping and Collaborative Systems*  Question UniMelb:  *Contracts with Cloud-based providers and inaccessibility to records stored in the Cloud. As well as compliance with privacy legislations.*  *What advice do you provide your institution around cloud-based storage?*  2 factor verification – pin code and password  Don’t use university e-mail for drop box.  CloudStor – could be perfect for use, rather than DropBox   * Swinburne – Do not put any sensitive or private records in your DropBox. Common sense application to determine what is sensitive or private.   Devolve responsibility for staff records stored on DropBox – responsibility rests with the staff member not university.  Education on the preferred method of storing in the Cloud, promoting the value of this and why it is a better option than DropBox.  Providing education to staff on strength and weaknesses of systems.  Want to put together a best practice guideline for cloud services.   * Deakin – e-Solutions (IT) are trying to make the legal alternatives attractive to users and they are aware that Cloud should be based in Australia.   Want to establish checks and best practice around the Privacy of information inbuilt into cloud systems. | Chris Stueven |
| *Institutional Updates*  Chisholm Institute – Colin Sutherland and Janet Scriggins   * Insight reporting * Purchasing OCR and Rendering module * Want to retrospectively OCR PDF documents * Looking at running a Victorian TAFE forum to be hosted at Chisholm (looking at early next year)   Swinburne - Dragona Mitrovitch   * Upgrade to HP RM 8.3 * Student records managed in student management system – student records not managed in Trim (some legacy records not integrated into the Student Management system) * Have storage space available, Dragona is looking at emulating the Space Management process in HPE RM * Putting together a records plan for Swinburne   Deakin University – Antony Catrice, David Tredinnik, Sam Parker   * Disposal of records in Burwood * Temporary records transferred to Waterfront Campus * Involvement in Cultural Collections Group (Cultural Heritage and Museum Studies and Special Collections (Library)) * Want to include an archives component in teaching/courses at Deakin * Looking at moving our Archives Management into HPE RM * Providing archive materials for Celebrations and Anniversaries * Ongoing appraisal * Online exhibitions using Deakin Fusion * Working with marketing to digitise in-house publications * Grant for digitisation equipment * Continuing to push put Trim to staff * Running in person training * Working with DeakinPrime to develop induction processes/video * Managing integrations * Testing and use cases for Kapish Suite * Working on developing a Geelong and Western Districts Community of Practice (with City of Greater Geelong and NDIS) * Building works in Geelong office space, with dedicated digitisation and processing space and meeting room   Victoria University – Kim Burrell   * Collection Data, tidying this up (looking at Provenance – using HDMS), quite an involved process * Preservation projects – photographing volumes burnt in fire in 1950s for preservation * Appraisal, accession processes * Centenary of VU – archival tasks, cross checking information and history as collection projects (university as well as community focused)   Wodonga TAFE – Vanessa Flanagan   * Major project to upgrade to supported version of TRIM * Day to day archival processes   Gordon TAFE – Dale Kent   * Ongoing archiving and training * July - 16 key staff members received Trim RM training (assigning and completing actions) * Finance team all on HPE RM * George King - 16 boxes of correspondence and material processed (in early stage of trying to get special collections room set up)   University of Melbourne - Records – Chris Stueven   * New records management policy (consultative rather than centralised) * Socialise processes and services via ProMap (which allows for collaboration * Records Management training run via ELMO (single module for information management and privacy) * Working on pilot program for DocUSign – used to embody digital signatures in PDF and can track them   Popular with legal services and procurement   * New contract process * Moved from Remity to ServiceNow for enquiry management * Rolling out HPE RM across the university (3,000 licences) * Have taken on three additional staff to deal with Legacy Documents (hardcopy)   University of Melbourne - Archives – Imogen Telfer   * Archives moving to Trim (there is a bit of resistance) which will allow for integration with records services * Waiting on Collection and Museum RDA * Greer collection is moving along, in process of being assessed | All |
| Next VHERMAG November 2016 – Chisholm Institute to host |  |