VHERMAG Meeting October 24, 10am

Wednesday, October 24, 2012. 10.00 am

Library Conference Room, Library Building, Swinburne University of Technology

Minutes

Attendees: Dragana Mitrovich, Kelly Vellinis, Georgina Coghlan, Eva March (Swinburne University), Adelaide Parr & Lucinda Davies (Melbourne University), Matthew Thornley, Kirsten Wright & Jan Askhoj (Victoria University), Jason McGlone, Sarah Brown & Katherine Gallen (RMIT), Antony Catrice (Deakin University), Anne Johnson (William Angliss Institute) & Yvonne Hardingham (Chisholm Institute)

Guest: Matthew Gardiner (PROV)

Apologies: Kathryn Dan & Katrina Dean (Melbourne University), Lauren Thomson (La Trobe University), Cathy Fyfe (UTAS), Linda McKenzie (Wodonga Institute of TAFE), Ken Mould (Deakin University) & Sandy Gillam (Monash University)

Updates

Deakin:

* Things are mostly stable, they have a new division head
* There is a university wide budget threat
* Ongoing Trim training and promotion
* HR files project is ongoing
* University is moving towards cloud computing
* Reallocating archive series numbers from chronological to numerical.

VUT:

* Archives now have an online presence
* Archives have just completed a large transfer of material from Newport due to relocations in the university
* Archives are working with marketing to retrieve odd and interesting items from archives for the facebook page
* Records are in a bit of a wait and see mode as the university is looking at transitioning away from faculties and schools with their own staff to a model where colleges have their own teaching and research staff and all other services are shared.
* Records training session are ongoing
* Records are developing a Storage Plan, working towards compliance with PROV standard, developing a Disaster Management Plan.
* Developing guidelines and manuals for records teaching and learning.
* Aiming towards a standard shared drive structure

University of Melbourne:

* Working on a web archive for social media sites
* Upgrading the website
* Fallout from the Records Review. Some has been nice, such as increased awareness of records management. There was some non-compliance and reputational risk fallout as well.
* The HR digitalisation project is complete.
* Annual destruction is complete.
* Due to a recent restructure, Internal Audit and Legal are now un the same department as Records Management.

William Angliss TAFE:

* Projects are on hold due to restructure and transition plan.
* Annual destruction is complete
* TRIM training and records Retention are ongoing.

RMIT:

* Have a new boss.
* Finishing up the compliance project, reviewing Records Management policy and procedures.
* TRIM is going live in Vietnam via a web client
* Research Integrity and Governance are now all done electronically.
* Working on a Digitalisation procedure and strategy
* Looking at recruiting more staff
* HR developing Records management quick reference guides from manual to be placed on the web page, need to be able to show these training modules have been completed.
* Working more closely with ITS
* Reviewing policy and procedure for management of Research Data.

Chisholm TAFE:

* Stocktake of Frankston archive which revealed two thirds of the content are not in TRIM.
* Changes to TRIM.
* Have recently lost staff and are now down to two people.
* Training is progressing.

Swinburne:

* TRIM upgraded to 7.1
* Staff changes – Shane Arnold and Kara Krusche no longer here. Team currently down to 4 people.
* Working on the relocation of records from Lilydale campus due to closure.
* Upgrading our eCopy scanning software.

Review of the Strategic Management suite of Recordkeeping Standards (Matthew Gardiner, PROV)

* All the PROV standards will be reviewed, Strategic Management is just the first one
* Being reviewed to be sure they still meet the quality criteria
* Is it usable and able to be implemented
* Review will be complete at the end of the 2012/13 financial year.
* PROV don’t require organisations to be compliant yet, but to have a plan in place to be working towards compliance.
* Matthew was wanting feedback on how the standard applied specifically in the Higher Education sector, as opposed to government.
* There was some discussion of VERS and it was suggested perhaps Cathy from PROV could attend the next meeting to talk about that.

PROS 02/01 Retention & Disposal Authority Working Group – Update (Adelaide Parr)

* Dragana has taken over from Shane on Swinburne’s module.
* Wodonga and Deakin aim to have a draft by the end of the year
* Monash – Janet is on leave but is aiming for a draft by the end of the year.
* Please provide feedback on the drafts as they are issued.
* Please take the drafts and discuss with relevant areas in your organisations.

TRIM Support Partners

* Jason asked who other organisations were using for TRIM Support partners as RMIT are retendering their contract.
* Several organisations use Kapish, and FYB were also mentioned.

Preservation and Disaster Recovery Training

* Matthew reiterated that Preservation and Disaster Recovery training has been organised and will run on November 16 at the PROV.

Cloud Computing

* Kathryn enquired as to people’s thoughts on Cloud computing.
* Allison Hunter is working on a policy.
* NSW Government have some good guidelines.

Insurance Valuation for Archives

* Katherine enquired as to whether people had insurance for their archives. Was it just the building or the contents and asked for comments as she is looking at arranging insurance.

Other Business

* Gary Lane has asked to remain on the VHERMAG email list. This was agreed, that he could remain as a non-voting member.
* Adelaide mentioned there has been some changes to the terms of reference for VHERMAG and will publish those.

Next meeting:

The next meeting will be held in February 2013 and will be hosted by Victoria University.