**VHERMAG**

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

**Minutes**

**Meeting details**

Date/time: Thursday 25 September 2014, 10am

Location: Victoria University, City Flinders Campus, Level 9, Room 9.15

**In attendance:** Kirsten Wright (VU – Chair and Minutes), Antonina Lewis (University of Melbourne Archives), Sarah Brown (RMIT), Dragana Mitrovitch (Swinburne), Marianne O’Hara (La Trobe), Liz Irving, (La Trobe), Antony Catrice (Deakin), Janet Scriggins (Chisholm), Colin Sutherland (Chisholm), Lucinda Davies (University of Melbourne Records Services).

**Apologies:** Shelly McMenamin (Charles Sturt, Albury), Cheryl Anthony (Holmesglen), Ken Mould (Deakin), Anne Johnsoton (William Angliss), Jeff Reaney (University of Divinity), Katherine Gallen (RMIT), Michelle Langley (Federation Uni), Adelaide Parr (University of Melbourne), Catrina Sgro (RMIT), Cathy Fyfe (University of Tasmania), Linda McKenzie (Wodonga TAFE), Dale Kent (Gordon TAFE), Kathryn Dan (University of Melbourne), Cath Nicholls (Monash), Jan Getson (Monash), Jason McGlone (RMIT).

1. **Welcome and introductions**

Kirsten welcomed everyone to VU and introductions were made.

1. **Confirmation of previous minutes**

The minutes of the meeting held at RMIT on 6 June 2014, previously circulated via the VHERMAG email list, were confirmed.

1. **Institutional Updates**

VU (Kirsten) – Going through major restructures and redundancies. Records and Archives Services will be moving to report to the University Librarian (previously reported to the Director of Legal, Governance and Risk). As usual the redundancies have created a lot of appraisal work / advising on records retention. Work is underway to redevelop RecFind to enable greater use of electronic records management. Recruitment for a new University Archivist is currently underway.

University of Melbourne Archives (Antonina) – Major restructure at Melbourne Uni – Business Improvement Programme (BIP). The Archives has lost some staff but has also gained a new position – systems and data archivist role. Focus will be on preservation of born-digital records. A data integration project is underway – catalogue data and picture library data currently separate and follow different descriptive standards. The project will bring these together into one archives descriptive system. Major acquisitions have been the Greer archive (which has now arrived) and the Red Cross archive.

La Trobe (Maryanne and Liz) – User testing has commenced to upgrade from TRIM 7.1 to 7.3 and rollout will be in next month or so. La Trobe is also going through restructures and has impacted Records Services in the disposal work. A significant donation was received by the Archives – an Archaeology Professor has donated his entire research collection including all emails, correspondences, archaeological material and research papers.

Deakin (Antony) – Records has been working on a better integration with TRIM / Alesco (HR System) – PDs are now being entered as descriptions into TRIM. Also looking at improving the integration between Callista and TRIM as this is still a bit of a manual process. There has been more takeup of TRIM and increased awareness. The Archives completed a 40th anniversary exhibition with the Advancement area. It integrates items people have donated for the exhibition with material from the Archives. They have been nominated for a VC Award! Continuing to transfer umatic video to digital formats. A book has just been launched profiling the second Principal at the Burwood Teachers’ College. The researchers spent a lot of time in the archives.

Swinburne (Dragana) - Still undergoing restructures at Swinburne and waiting to see what the end result will be. A new student management system (Student One) has gone live which means Records Management is no longer managing student records. Working through handover process as Student Services will now be responsible. Stacy (Team Leader) has left and the future of that position is uncertain. The new policy framework at Swinburne has resulted in a rationalisation of policies and many more procedures and guidelines. The result is that there will not be a separate RM policy – instead this will be a guideline. Concern that this will change impact and nature of perception of RM at Swinburne.

RMIT (Sarah) – Undertaking the final retirement of HDMS and migration of everything into TRIM. A few bugs to be worked out but pretty much completed. Processing using TRIM is a lot better. Doing lots of work on pockets of legacy records found. Recruiting for a Training & Engagement Officer until the main person returns in February. The TRIM rollout to Policy & Planning is progressing and also rolling out the Property Services by the end of the year. The BCS has been reviewed and updated. Two TRIM Power User Forums conducted since last meeting with good attendance and positive responses. There is a project to digitise student records which is also progressing.

University of Melbourne Records Services (Lucinda) – Looks like they will be upgrading to 8.1 before the end of the year – partly because of the BIP restructures. Records Services will be losing staff as part of BIP but unsure yet how many / what the impact will be. Work has been coming out as a result of BIP – HR, contract, grants management – looking at integration with TRIM. As part of BIP Records Services may be physically relocated including moving the compactus / storage areas. Costings are being put together. Also as part of BIP TRIM is meant to be rolled out across the whole university – a business case is being put together so funding can be secured. Records Services will be moving out of the Uni Secretary Department into a Legal & Risk area. Rolled out GO TRIM to use on iphones / ipads for use by Property & Campus Services project managers.

Chisholm (Colin & Janet) – Have taken over responsibility for records this year and there has been a big turnover of staff. A BCS has been developed and is mostly completed. A central storage facility has been secured at the Dandenong Campus and they are working to move all the dispersed boxes into this area. The intention is also to remove all boxes from Iron Mountain and also bring back to appraise and then destroy where possible. Set up disposal forms and are now requiring disposal certificates. Next year they are hoping to run a project to digitise student results (currently in a range of formats including paper, microfilm and fiche) so will be developing documentation soon.

1. **RDA Working Group Update (Liz Irving)**

The Working Group sent a letter to PROV asking for clarification on a number of areas: 1. Endorsement process. 2. Use of other agencies’ RDAs. 3. Clarification of timelines. 4. Next steps. 5. “Retain in Institution” disposal action. 6. Resentencing:

1. Endorsement – PRAC has been reinstated and is starting to determine what they want to do regarding RDAs. At this stage it looks like we will submit to Julie McCormack, Julie will write appraisal summary and supply to PRAC. PRAC will endorse then to Keeper to sign off. Agencies will not be required to sign off.
2. We will be given approval to use other agencies’ RDAS (especially Local Government and Patient Information RDAs). This means our RDA will not include childcare, parking, healthcare. However some work may have to be done to the other RDAs as not everything is currently covered in them. We can provide suggestions to PROV.– we can provide suggestions to PROV. Local govt one will be used – public health one will be used.
3. Timeframes – PROV have asked for 4-5 weeks to review the draft. Hoping to have consultation draft ready for VHERMAG by the end of the year and then to PROV after that. Then stakeholder consultation once it has gone to PROV. Regardless of specific dates for consultation we are looking at endorsement at the June PRAC meeting.
4. Next steps – update of the RDA including removal of cross references at class level – only allowed at activity level (activity to activity), or function (function to function). Looking at all see refs to see where they can be modified up if needed. Also continuing renumbering / reordering of the RDA.
5. Disposal action – “retain in institution” – PROV has formally responded that we can’t use this. PROV has suggested alternative language – need to look at how to reword class by class. Draft has to be complete before it goes to PROV. Can provide justifications / info in appraisal.
6. Resentencing – if RDA suggests a higher sentence than 02/01, have to resentence. If new RDA has lower sentence, don’t have to. If have an existing class which gets split into multiple classes in new RDA – have to resentence all related records.
7. **AURA Forum / ASA conference (Kirsten Wright)**

The AURA Forum and ASA Conference are occurring next week in Christchurch, New Zealand. Some VHERMAG people are attending. A verbal report will be provided at the next VHERMAG meeting.

**6. Other business / next meeting**

Discussion focussed on TRIM / HP Records Manager 8.1 pricing, whether it was worth purchasing EzyScan, which consultants were being used for TRIM configuration work and where in our organisations the Records & Archives areas sat.

Next meeting – to be hosted by Chisholm TAFE before the end of the year.