**VHERMAG**

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

**Meeting Minutes – Friday 6 June, 2014**

RMIT University City campus, Court Room 3, Building 20, Level 1, 10.00am to 12.30

**Attendees:** Jason McGlone (Chair), Katherine Gallen, Sarah Brown (minutes), Peter Neale, Lachlan Glanville (RMIT University), Cheryl Anthony(Holmesglen), Dale Kent (Gordon Institute of TAFE), Kathryn Dan, Antonina Lewis, Lucinda Davies, Fiona McCrostie (University of Melbourne), Catherine Nicholls, Jan Getson (Monash University), Ken Mould, Antony Catrice (Deakin University, Jane McKinna, Liz Irving, Marianne O’Hara (Latrobe University), Kirsten Wright (Victoria University), Stacey Foote (Swinburne University), Keila Biao (Northern Metropolitan Institute of TAFE), Michelle Langley, Anne King (Federation University)

**Apologies:** Anna Fenkl (Box Hill Institute), Lauren Thompson (Latrobe University), Dragana Mitrovich (Swinburne University), Adelaide Parr (University of Melboune), Anne Johnston (William Angliss), Jeff Reaney (University of Divinity), Trent Losonn-Wilkins (NMIT), Kim Lingard (University of Melbourne)

**Guest Presenter:** Jon-Paul Williams (Kapish). Left meeting 11.05am

**1. Welcome**

Jason McGlone welcomed everyone to the meeting.

**2. Records Manager 8 Demo and explanation of licencing for Records Manger 8.1**

Jon-Paul Williams (Kapish) spoke to a Powerpoint demonstration of enhanced features of Records Manager 8 and notional changes to licensing arrangements, followed by questions.

* Product changes flagged (among many) include:
* Changes to searching - more complex search screen, more powerful saved searches and search options, able to search document content and metadata
* Duplicate email detection
* User types have changed
* Drop zone shows at bottom of screen
* TRIMPort is now DATAPort. It is more complicated but can do more
* Web client in #8 is better, but still limited and not a replacement for “thick client”
* Licence changes (unofficial) flagged to 8.1 may include:
* Change to business model - transforming the single user type. More enterprise licences will be preferred, seat licensing to have user categories, simpler model
* Some modules will be free, others cheaper e.g. Sharepoint, Workflow, Space Management module may be free
* One off fee for VERS module
* Volume packaging and “double discounting”

**3. Institutional Updates**

* RMIT University: Jason McGlone
	+ The suite of Records Management Procedures has been approved by Vice-Chancellor’s Executive (VCE) and is being published on the RMIT web site
	+ RMU and Archives are working on project to migrate the HDMS Archive database to TRIM
	+ RMU is working with IT on Ricoh printers IT project, whereby scanned documents will be sent directly to TRIM
	+ Digitisation of student files project. The aim is that all student records will be born digital by 2016. Katherine has mapped records created during student life cycle using Agile methodology
	+ RMU presented to Property Services on using TRIM
	+ Database platform upgrade to 3.4

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* Monash University: Catherine / Jan
	+ Customising online TRIM training
	+ Archives architectural plans being TRIMmed
	+ Archives is involved in Monash 50 year commemoration
	+ Archives work around transfers and faculty histories continues
	+ The Manager of Records and Archives position is not yet filled
* Latrobe University: Jane
	+ RM and Archives now have full staff component
	+ Focusing on large scale destructions as Faculties restructure, and implementing best practice
	+ TRIM upgrade from 7.1 to 7.3
	+ TRIM user numbers consistent
	+ Working with Graduates Association on anniversary (Marianne)
	+ Liaising with Library on digitised theses project (Liz)
* University of Melbourne: Kathryn
	+ Staffing and structure of Records Services will be impacted by roll out of UM Business Improvement Program, which is moving to a large University Services group shared services model. Will be issues around transitioning
	+ Integration of HR records and TRIM project
	+ TRIM upgrade may be later in year, not to 8
* Gordon Institute: Dale
	+ Identified 900 items in Archives for destruction, one eighth of collection
	+ Working with East Geelong Campus on archiving projects, including set up of procedures
	+ Audits have led to more demand for TRIM
	+ Has implemented monthly training routine for staff via HR offering sessions covering basic TRIM, advanced TRIM, and general Records Management
	+ Ongoing work with historical material, including loan of cameras to Geelong Camera Club for 150th anniversary
* University of Melbourne Archives: Antonina
* Recent major acquisitions include the Germaine Greer Archive and the Red Cross Archive
* Planning for digital archives and data integration
* Working on photograph project
* Victoria University: Kirsten
	+ Matthew Thornley left VU at Easter and Kirsten is now Manager, Records and Archives Services. And also still University Archivist
	+ VU going through another round of restructure and redundancies. Records Services may move
	+ Implementing student file registration in RecFind and quality auditing around project
	+ Records Management policy and procedures updated and were approved in April
	+ Archives projects include centenary of Tech School exhibition
* Swinburne University: Stacey
	+ New student management system implemented and working through compliance issues
	+ Strategic planning to support student services
	+ Rolling out records management across University
	+ Have limited TRIM licences
* NMIT: Keila
	+ NMIT is all paper based, records management is low priority and there is no rm system
	+ Government cuts resulted in loss of CEO, 20% of teaching staff, Archivist
	+ Keila’s is the only position with responsibility for records and is full time to end of year
	+ Written policy, procedures, guidelines approved
	+ Keila has attended PROV meetings for last 4 years
* Federation University: Michelle
	+ Rolling out EDRMS as web based product 4.03
	+ Archives tendered for off-site storage and changed supplier
	+ Records management policy and procedures to be approved, anticipated in June
* Holmesglen: Cheryl
	+ Looking at centralised records management system
	+ They have several business systems e.g. student management system
	+ Institution is restructuring
* Deakin University: Ken
	+ All PDs must now be in TRIM per a VC directive
	+ Contract policy released and stipulates that the RMU is responsible for records management standards
	+ Deakin has freeze on recruiting
	+ Ken reported on his attendance at the Information Governance Forum (IGF) in Sydney

**4. RDA Working Group update (Kirsten Wright)**

* The draft RDA went to PROV late March and feedback was received a couple of weeks ago. Adelaide and Kirsten met with Julie McCormack and Michelle Novacco on 29 May to discuss, in particular the changes to the PROV approval process for RDAs.
* PROV advised that the RDA approval process would change but couldn’t advise to what. PRAC is reconstituted and will be involved but how is yet to be determined. The next PRAC meeting is in July. PROV can’t commit to any specific dates for approval as yet.
* External stakeholder consultation is required and it is up to us to run that process.
* PROV advised the structure of the RDA can be more fluid.
* Julie McCormack will be the primary contact and will attend next RDA meeting.
* ORDA editor roll out is in second half of 2014 and PROV want us to be the key user of ORDA.

**5. VERS Standard Review Workshop update (Liz Irving)**

* What PROV is doing now is what DOI and early users wanted them to do at first.
* Encouraging “end of life” creation of VEOs. Long term temporary stays in the organisation. Permanent goes to PROV.
* VEOs become zip files. Objects now don’t have to be pdf, can be any set version of docs/CAD etc. to be stored in zip file. Nature of a VO is completely changing and not system based. More flexible.
* PROV not accepting VOs for another 7 years as have to create datastore. Will take existing VOs.
* Discussion around sustainability of zip long term.
* Philosophical and technical issues not quite there yet.

**6. TRIM Coverage at other institutions – what areas have or don’t have it and why (RMIT)**

General discussion on successful roll out strategies included:

* Pick a central hub where people feed from e.g. HR, Students (don’t go near an academic).
* Identify who you are not going to give TRIM to.
* Identify high value information types and capability to implement and go there.
* Understand what they are using TRIM for and address issues around perception of ownership.

**7. NZ ASA Conference University Archives Special Interest Group Speaker required (Katherine Gallen)**

* Let Adelaide Parr know any Victorian content for AURA Forum

**8. Exam Paper capture in EDRMS (Kirsten Wright)**

* General discussion.
* Monash is doing full exam process capture in EDRMS.

**9. Other Business – Next meeting time and where**

* No other business was raised for discussion.
* The next meeting will be hosted by Victoria University.

At conclusion of the meeting members of VHERMAG were invited to stay for a light lunch in the Court Room.