# VHERMAG Meeting Minutes

*Thursday 8 October 2015*

University of Melbourne, Parkville Campus

**Present**Antony Catrice (Deakin), Michelle Langley (Federation), Dale Kent (Gordon), Liz Irving (La Trobe), Lydia Loriente (Monash), Jan Getson (Monash), Keila Biao (NMIT), Lillian Coulter-Schulz (RMIT), Sarah Brown (RMIT), Dragana Mitrovich (Swinburne), Kathryn Dan (UOM), Lucinda Davies (UOM), Carmela Gallo (UOM), Adelaide Parr (UOM), Chris Stueven (UOM), Lesley Williams (UOM) & Kirsten Wright (VU).

**Apologies**Anne Johnston (Angliss), Cath Nicholls (Monash), Cathy Fyfe (UTAS), Linda McKenzie (Wodonga), Karen Anderson (VU) & Fiona McRostie (UOM).

### 1. Welcome, apologies and introductions

Kathryn Dan (Associate Director, Records & Compliance) welcomed members of VHERMAG to the University of Melbourne and provided answers to the foreshadowed questions.

### 2. Confirmation of Minutes from 28th of May 2015 - Federation University, Mt Helen Campus

### 3. Which institutions reference the capture of emails specifically in their RM Policy/Procedure? If you have an eDRMS, are staff expected to capture email into the eDRMS? If they are not being captured in an eDRMS, how are these being managed? – Michelle Langley

The consensus was that emails are formally not included within RM Policy and Procedures; it is generally considered another form of ‘record’. Broadly, emails are captured within an eDRMS by the client. In some cases, the capture of emails is specifically included within RM training.

### 4. Which system are institutions using for the management of electronic student files? If an eDRMS, what is your security structure for managing access to these records, and are these records linked from the eDRMS to any other business system? – Michelle Langley

Victoria, Deakin and Monash University’s use Callista Student Management System, which are then manually transferred to an eDRMS.

### 5. Are any Universities using a cloud hosted system for student placements or any other business system? – Michelle Langley

Victoria University employs a Dropbox solution, possibly moving to an Office 365 solution. Monash University has several faculties that use the Inplace Student Placement software.

### 6. Are organisations considering a move towards Digital Signatures (e.g. DocuSign)? - Kathryn Dan

UOM faces the question at the moment. Kathryn discussed the possibility of embedding digital signatures within an established workflow, and ceasing the duplication of many processes. While many are aware of the technology, they were not considering a move towards the function. The focus remains on ‘wet’ signatures.

### 7. Higher Education Retention & Disposal Authority (HERDA) Report - Liz Irving

Conversations with PROV on the revision of 02/01 have recently accelerated. Discussion points have included car parking, childcare and drug provision activities. Recent developments have included the inclusion of PROS 09/05 classes for childcare activities. The justification for each retention period is currently being reviewed by HERDA. The importance of socialisation and consultation within our organisations on these developments was

HERDA have planned to meet again in 4-6 weeks.

### 8. Institutional Updates

**Swinburne University**

* Scanning large quantities of on-campus records to reduce the burden on storage.
* Measures also to clean-up off-site storage; minimisation of costings.

**Deakin University**

* Period of transition for Records & Archive Staff.
* Information Manager to be advertised as replacement, including other positions.
* New facility is planned for Geelong Campus.
* Retro-digitisation Plan of records in formulation.

**University of Melbourne**

* E-capability Project: Purchased 3000 TRIM licenses for Chancellery and University Services.
* University encouraging ‘Paper-light’ at new locations and the Student Centre.
* Use of Sharepoint in the University is providing challenges.
* Encouraging faculties to structure Shared Drives on ECS.

**Federation University**

* Successfully implemented ECM.
* Looking to implement ECM with committees in Secretariat.
* Ongoing discovery of organisational records and conducting appraisal.

**Gordon Institute of TAFE**

* Upgraded to HPRM 8.1.
* Destruction Project throughout the year.
* Staff also teaching a Records subject at the TAFE.
* Uneven use of HPRM. Approximately 130 licenses.

**La Trobe University**

* Renovations and the moving of premises have created issues with hard-copy records.
* Significant support for the processing of material.
* Sharepoint workflow for destruction established.

**Melbourne Polytechnic**

* Support for a larger team may be possible.
* Successfully moved to Office 365 suite.
* Problems with staff leaving the organisation and legacy records.

**Victorian University**

* Restructure on the horizon.
* Integration for email successfully implemented: the use of the GEM Plugin with RECFIND.
* Moving to St Albans Campus by the end of the year.
* Celebrating their centenary next year. Demand for archival material increasing.

**RMIT University**

* Discussion on the concept of POD and Universities not having this status.
* Co-operating with the Library on the digitisation of handbooks.
* Moving to Folder Wizard for HR subfolders.
* Increase of TRIM Licenses from 200 to 1020 users in 2016.

**Monash University**

* Upgrading to HPRM 8.1.
* Recognized changes in the HPRM Web Client; simple and advanced modes.

**University of Tasmania (emailed report relayed by Adelaide Parr)**

* Hosted the AURA Forum.
* Currently responding to Tasmanian Archive & Heritage Office (TAHO) audit.

### 9. Other Business

* **AURA Benchmarking Survey (Kirsten Wright)**: Confirmed that Records Departments have varying levels of maturity; issues with the loss of staff.
* **Australian Society of Archivists (ASA) University SIG**: Katie Bird (University of New South Wales) is the incoming Convener.
* **Network of Archives (Adelaide Parr)**: Victorian Branch of ASA project to provide the collection and contact information on Archives across Victoria.
* **ASA Conference (Chris Stueven)**: Interestingly, Victoria had the most speakers at the conference. Parramatta (NSW) will host in 2016. Plans for Victoria to host in 2017.
* **RIMPA InForum Conference (Lesley Williams)**: Excellent experience. Lesley encouraged others to attend next year.

Attendees then experienced a tour of the University Digitisation Centre.

**Next meeting:** Melbourne Polytechnic, Preston.