

DOCUMENT TYPE	P	
ADMINISTRATIVE	5	
ICT	6	
ICT GOVERNANCE	3	
NUMBER	006	
		Policy Database Document Reference Number 563006P

RECORDS MANAGEMENT POLICY

Purpose/ Objectives	To ensure legislatively compliant recordkeeping practices are followed by all staff of the University.
Scope/ Application	All staff All campuses
Policy Statement	<p>Capture and maintenance of University records</p> <ul style="list-style-type: none"> • All University records created and received by University staff, or by individuals acting on the University's behalf are the property of the University and subject to its control. • Every business unit and individual representative of the University must ensure evidence of business activity is created, captured and maintained in the University's recordkeeping system. • The University may, at any time, capture, monitor and examine the records of individual staff members for auditing purposes. <p>Alteration or destruction of University records</p> <ul style="list-style-type: none"> • University records must not be altered or destroyed, except in accordance with authorised University retention authorities. • Records reasonably likely to be required as evidence in a legal proceeding must not knowingly be destroyed. • Disposal must be documented with reference to authorised University retention authorities. <p>Access to University Records</p> <ul style="list-style-type: none"> • University business units and individual representatives may determine conditions excluding, or restricting access to records, so long as that decision meets legislative and statutory requirements. Decisions about who may access University records need to include consideration of: <ul style="list-style-type: none"> • Management of Personal Information (Privacy) Policy • Management of Health Information (Privacy) Policy • Freedom of Information Act 1982 • commercial confidentiality and • legal professional privilege issues. • Public access to University records in archives will only be considered by way of a written application to Records Services. <p>Transfer of University Records</p> <ul style="list-style-type: none"> • The transfer of University records to archives must be done in accordance with the Transferring Records to University Archives Procedure. <p>Storage of University Records</p> <ul style="list-style-type: none"> • All University records must be stored in such a way that facilitates access and retrieval upon demand.

DOCUMENT TYPE	P	
ADMINISTRATIVE	5	
ICT	6	
ICT GOVERNANCE	3	
NUMBER	006	
Policy Database Document Reference Number 563006P		

	<ul style="list-style-type: none"> All University records requiring permanent retention will be transferred into the custody of the Public Record Office Victoria in accordance with authorised University retention authorities.
Supporting Procedures	<p>Authorised Destruction of Source Records Procedure</p> <p>Transferring Records to University Archives Procedure</p>
Responsibility for Implementation	Manager, Records Services
Responsibility for monitoring implementation and compliance	Director, Business Systems
Status	<p>Revised Content. Prior approval (9/2002) Vice-Principal (Resources & Administration)</p> <p>The implementation of the latest version of this policy supersedes all previous versions of this policy.</p>
Key Stakeholders	All La Trobe University staff
Approval Body	Senior Management Committee. Approved 24 July 2009, Minute 3.2
Initiating Body or Person(s)	ICT Policy Committee
Definitions	<p>Access: The process of determining who should access what records and applying the necessary measures to ensure this.</p> <p>Archives: A body of inactive University records of continuing value.</p> <p>Capture: A deliberate action which results in the registration of a record into a recordkeeping system.</p> <p>Destruction: The process of eliminating or deleting records, beyond any possible reconstitution.</p> <p>Disposal: A range of processes associated with implementing records retention, destruction or transfer decisions which are documented in retention authorities.</p> <p>Recordkeeping: Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.</p> <p>Retention: The act of retaining records for specific time periods prior to their destruction.</p> <p>Retention Authority: A mechanism for the disposal of public records in accordance with the Public Records Act 1973.</p>

DOCUMENT TYPE	P	
ADMINISTRATIVE	5	
ICT	6	
ICT GOVERNANCE	3	
NUMBER	006	
		Policy Database Document Reference Number 563006P

	<p>Retrieval: The act of retrieving University records from active or archival storage locations.</p> <p>Storage: The function of storing records for future retrieval and use.</p> <p>Transfer: A change of custody, ownership and/or responsibility for records or movement of records from one location to another.</p> <p>University Record: Comprises information of any kind, and in any form, that has been created, received and maintained as evidence of University business transactions and activities.</p>
Related Legislation	<p>Public Records Act 1973 (Victoria)</p> <p>Evidence Act 1958 (Victoria)</p> <p>FOI Act 1982 (Victoria)</p> <p>Information Privacy Act 2000 (Victoria)</p> <p>Crimes (Document Destruction) Act 2006 (Victoria)</p> <p>Electronic Transactions Act 2000 (Victoria)</p> <p>Health Records Act 2000 (Victoria)</p>
Related Policy And Other Documents	<p>Management of Research Data Policy</p> <p>Management of Personal Information (Privacy) Policy</p> <p>Management of Health Information (Privacy) Policy</p> <p>Email Retention & Archiving Procedure</p> <p>PROS 07/01 – General Retention & Disposal Authority for Records of Common Administrative Functions</p> <p>PROS 02/01 – General Retention & Disposal Authority for the Records for Higher and Further Education Institutions</p> <p>PROA 06/18 – Crimes (Document Destruction) Act 2006</p>
Date Effective	24 July 2009
Next Review Date	July 2010
Keywords	records, recordkeeping, information management, archives, retention, destruction, disposal
Owner/Sponsor	Chief Information Officer
Author	Manager, Records Services
Contact Person Or Area	<p>Manager, Records Services</p> <p>RecordsServices@latrobe.edu.au</p>