

DID YOU KNOW...

Work related records belong to the University and are valuable assets. They include electronic documents, emails, databases and spreadsheets as well as hardcopy records. They must be managed according to the Records Management Policy.

Why do you need to keep records?

You should make a record when important decisions are made on the telephone, at meetings or during conversations. This provides evidence of the transaction and protects the University's interests.

How do you store and find records?

Keep them in the University's electronic recordkeeping system, TRIM and ensure record titles are meaningful - include all key identifying information.

Can you delete or destroy records?

The retention or destruction of records is governed by legislation, and you may be liable if records are destroyed without authorisation.

Who can assist you?

The Records Management Office (RMO) provides support for the central management of the University's records. It creates electronic and hardcopy files in TRIM for use by faculties, schools and business units across the University.

www.adelaide.edu.au/records/

CONTACTS

TRIM Team & Helpdesk

Phone: 35334
Email: trimhelp@adelaide.edu.au
Room 661, Level 6, Wills Building

- TRIM desktop support
- Recordkeeping advice
- TRIM licences & training
- TRIM security groups

Records Management Office (RMO)

Phone: 35334
Email: trimhelp@adelaide.edu.au
Room 662, Level 6, Wills Building

- Information query assistance
- File retrieval
- New file requests
- Legal document lodgement

University Archives

Phone: 35184
Email: archives@adelaide.edu.au
Room 636, Level 6, Wills Building

- Records disposal advice
- Transfer of permanent records
- Historical information enquiries
- Freedom of Information

www.adelaide.edu.au/records/

Recordkeeping What are Your Responsibilities?



A record is anything that provides an account of something, a collection of information, a compilation of facts; something that is written or otherwise set down in a way that preserves its content.



Recordkeeping - what's in it for YOU?

Managing your records efficiently makes your job easier. Good recordkeeping is essential to the successful conduct of the University's business and enables you to:

- locate your records easily
- be confident that you have the most up to date revision of your document
- find previous revisions if required
- share information easily with your colleagues
- produce evidence as to why particular decisions were made
- know your records are in a safe, compliant system
- fulfil your recordkeeping duties
- increase your productivity by saving time searching for documents
- be assured that your work and records will be safely stored for colleagues to access should you leave an area or the University

Why do you have to comply?

The University is required to comply with:

- State Records Act 1997
- Freedom of Information Act (2001)
- Adequate Records Management Standard
- Australian Code for the Responsible Conduct of Research
- General Disposal Schedule 24 for SA Universities
- General Disposal Schedule 15(v7) for Administrative Records

As a staff member, you must comply with the University's Records Management Policy.

How long do you need to keep records?

All records have a legal minimum retention period. The University's General Disposal Schedules provide minimum retention periods and disposal actions for records.

Hardcopy files registered in TRIM must be returned to the RMO when they are no longer required by your business unit. These records will be assessed accordingly for their historical and administrative value.

What are your responsibilities?

It is your responsibility to create and capture records while performing your role. This applies to all staff, contractors and consultants.

Keeping important emails and electronic documents in personal folders means other people cannot find or access the information when they need it.

You must:

- find out about the records in your area
- create records to support your role
- ensure your records can be found
- save your records into TRIM

What is TRIM?

TRIM is the University's compliant EDRMS (Electronic Document and Recordkeeping Management System) used to manage both electronic and hardcopy records.

TRIM enables you to capture and store your electronic records, edit and save revisions, track locations of hardcopy files, and apply actions to manage workflow.

Can you dispose of records?

You must **not**:

- destroy, delete or alter records without proper authority
- remove records from the University without permission
- lose records in your care
- allow unauthorised or inappropriate access

What are the penalties?

Under the State Records Act there is a penalty of \$10,000 or two years imprisonment for individuals who destroy University records without authorisation.

