

# DID YOU KNOW...

Work related records belong to the University and are valuable assets. They should be managed in the University's official recordkeeping system, TRIM in accordance with the Records Management Policy.

## What is TRIM?

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

## What can you store electronically in TRIM?

TRIM integrates with MS Office and Outlook so you can store your emails, Word, Excel, Powerpoint and Project documents as well as many other file formats including .jpg, .pdf and .tif.

## Who can use TRIM?

All University staff are able to use TRIM to fulfil their recordkeeping responsibilities.

## How do you get TRIM?

To use TRIM you must have a licence. This is available free of cost by submitting a completed application form. You are also required to complete TRIM training.

## How long do you keep records?

If you save your records in TRIM, you don't have to worry about how long to keep them because it will apply retention periods for you.

[www.adelaide.edu.au/records/](http://www.adelaide.edu.au/records/)

## CONTACTS

### TRIM Team & Helpdesk

**Phone:** 35334

**Email:** [trimhelp@adelaide.edu.au](mailto: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](mailto: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](mailto: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/](http://www.adelaide.edu.au/records/)

# What is TRIM?

Records at the University of Adelaide



It is essential to the successful conduct of our complex business that we create and retain a **complete and accurate record** of what we do – intellectually, commercially, and administratively.



### What does TRIM do?

TRIM can:

- manage virtual records
- capture and store your records
- track your physical records' location
- save your revisions
- apply actions to manage workflow
- provide secure access to your records.

### What's in it for YOU?

If you use TRIM you will be able 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
- save paper by capturing documents electronically to reduce printing.

### Are your records secure?

**Yes.** TRIM provides strict control of access to records. As a result you can share information more securely, efficiently and cost-effectively. All activities including viewing are recorded in the TRIM audit log.

### Where do you get help?

The TRIM helpdesk is available on extension 35334 for any TRIM or records enquiries. The TRIM team can assist you implement solutions for recordkeeping in your area.

### How long do you need to keep records?

All records have a legal minimum retention period.

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

### Can you delete or destroy records?

**No.** All record destruction must be authorised. Unauthorised destruction can result in a \$10,000 fine or up to 2 years imprisonment. Contact the TRIM helpdesk for assistance.

### TRIM Rules & Guidelines

The University has rules for TRIM use which must be adhered to. They include:

- TRIM Business Rules
- Acronym Rules
- Guidelines for Managing International Student Applications
- Guidelines for Managing Student Files
- Security Group Rules

Refer to <https://www.adelaide.edu.au/records/trim/manuals/>

