

Replaces (please remove) Section 11.6 Issued 02/06

11.6 BUSINESS CLASSIFICATION SCHEME POLICY

1 Preamble

As a public authority, USQ is required under the Queensland Government initiative, the 'Whole-of-Government Recordkeeping Framework', <http://www.archives.qld.gov.au> to comply with:

Public Records Act 2002

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/P/PublicRecA02.pdf>

Information Standard 40: Recordkeeping (IS40)

http://www.qgcio.qld.gov.au/SiteCollectionDocuments/Architecture%20and%20Standards/Information%20Standards/Current/is40_print.pdf

Information Standard 41: Managing Technology-Dependent Records (IS41)

<http://www.qgcio.qld.gov.au/SiteCollectionDocuments/Architecture%20and%20Standards/Information%20Standards/Current/is42.pdf>

Additional policies and guidelines are available through the Queensland State Archives (QSA) website: <http://www.archives.qld.gov.au/government/EGovernmentPolicyFrameWork.asp>

Recommended reading is the *Best Practice Guide to Recordkeeping*:

<http://www.archives.qld.gov.au/downloads/IS40BestPracticeGuidetoRKv1.03.00.pdf>

2 Purpose

To define responsibility for classification and arrangement of 'public records' held by, or under the control of, USQ. It is consistent with and should be read in conjunction with:

- USQ Archives Policy and Procedures (*to be amended*); and
- USQ Records Disposal Policy

available at: <http://www.usq.edu.au/policy/calendar/part11.htm>

3 Definitions

The publication, '*Glossary of Archival and Recordkeeping Terms*', issued by Queensland State Archives (QSA) is available at:

<http://www.archives.qld.gov.au/downloads/GlossaryofArchivalRKTerms.pdf>

4 Policy

- 4.1 The University of Southern Queensland will ensure the consistent and effective classification and arrangement of 'public records' held by, or under the control of USQ, in accordance with the relevant Government legislative requirements.
- 4.2 USQ will adopt the Business Classification Scheme, as endorsed by the Vice-Chancellor's Committee and approved by the Vice-Chancellor.
- 4.3 USQ will maintain an accurate and up-to-date Business Classification Scheme, reflecting the University's business processes, for the purpose of classification and arrangement of USQ 'public records'.
- 4.4 USQ will promote 'best practice' recordkeeping associated with the classification and arrangement of USQ 'public records', and will provide appropriate information, guidelines and training to relevant staff.

5 Regulations

- 5.1 All 'public records' held by USQ, or under the control of USQ staff, in pursuit of their official responsibilities are the property of USQ. (refer S9 *Public Records Act 2002*).
- 5.2 USQ staff, including contractors, will be held responsible and accountable for the appropriate maintenance, storage and disposal of USQ records.
- 5.3 USQ staff, including contractors, will maintain USQ records (in all formats) in accordance with the approved Business Classification Scheme.
- 5.4 The USQ Recordkeeping Working Party is responsible for providing oversight of the Recordkeeping Information Standards IS40 and IS41 implementation strategies adopted by USQ. Refer to USQ Recordkeeping Implementation Project available at:
<http://www.usq.edu.au/records/recordkeepingatusq/recordkeepingimpproject.htm>
- 5.5 The Corporate Records Manager, through the USQ Recordkeeping Working Party, is responsible for developing a corporate approach to the implementation of recordkeeping policies and procedures to ensure a coordinated and consistent application of recordkeeping strategies for all USQ 'public records'.
- 5.6 All faculties/sections will, for the purposes of classification and arrangement of USQ records (irrespective of format), use the Business Classification Scheme, as follows:

<i>Level 1 - Function</i>	Reference purposes only
<i>Level 1 – Functions (Scope Notes)</i>	Reference purposes only
<i>Level 2 – Functions & Activities</i>	Mandatory
<i>Level 3 – Functions, Activities & Transactions</i>	Optional

The mandatory *Level 2 – Functions & Activities* will be the **minimum** accepted University 'standard' for the purposes of maintaining USQ recordkeeping systems.

- 5.7 Matters requiring interpretation of the approved Business Classification Scheme will be referred to the Corporate Records Manager for investigation and advice. Unresolved issues will be referred to Queensland State Archives, or alternatively, the Queensland Universities' Records Managers Collaborative Group for appropriate advice.
- 5.8 As a minimum requirement, all faculties/sections will, as soon as practicable after policy endorsement, review and revise existing recordkeeping systems and, implement future recordkeeping systems, in accordance with the approved Business Classification Scheme. Recordkeeping systems will include:
- hard-print records;
 - electronic records (Word, Excel, etc.); and
 - email records (*subject to further investigation*).

For the purposes of implementation of section 5.8 the mandatory, *Level 2 – Functions & Activities*, will apply.

Responsible Officer

Corporate Records Manager

Approving Body

ICT Strategy Committee

Amendment History

	Date	Name	Description
First Issued	24.08.05	Derek Turner	First Issue
Amended	24.04.2009	Scott Hodgson	Hyperlinks corrected
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