

TRIM BUSINESS RULE – Faculties/Sections		
Number	Description	Issue Date
4	WORD & EXCEL CAPTURE	Jul 10

**Policy:** USQ staff are required to create, capture and manage records such as Word & Excel business documents in accordance with the mandatory requirements of Information Standard 40: Recordkeeping (IS40). This includes all documents generated through the use of MS Office application that provide evidence of a public authority (including USQ):

- conducting business activities;
- making decisions;
- carrying out transactions.

1. All business related documents (records), **created or received** by USQ, in the ordinary course of business activities will be captured into TRIM. Refer section 7. Responsibility (below).
2. Documents containing solely **personal** related information i.e. non-business will **NOT** be captured into TRIM.
3. Documents containing a mix of both USQ business activity and personal matter **WILL** be captured into TRIM.

**Note 1:** Personal information contained in original document **MUST** remain intact.

**Note 2:** There are financial penalties, under the *Public Records Act 2002*, for altering a public record.

4. Documents of short-term informational value should **NOT** be captured into TRIM.

**5. Methodology for document capture into TRIM:**

- End users are **required** to save business documents from Microsoft Office (e.g. Word & Excel) directly into an existing TRIM file folder.
- TRIM Pending folder may be used **ONLY** if there is no existing TRIM folder.

**Note 1:** **Highly confidential and/or sensitive documents should be hand-delivered or emailed direct to responsible records management person in faculty/section.**

**Note 2:** For email capture and other business rules refer to:

<http://www.usq.edu.au/records/trimedrms/trimbusinessrules>

**6. Timing for capture:**

- capture and save each business document (**final version only**) into TRIM.

**Note:** There is no requirement for draft documents (other than draft policies, contracts and agreements) to be saved into TRIM. Refer Section 9 below. Draft documents may be developed and saved in relevant network drives and/or Sharepoint sites.

## 7. Responsibility for capture:

It is the responsibility of the individual officer who is **creating** the business document to capture the document into TRIM.

Recipients of hard-copy documents have the option to scan the document into TRIM, or alternatively, forward the document to their relevant TRIM Power User.

**Note:** Due to disposal constraints imposed by Qld State Archives all hard-copy documents, scanned into TRIM, **MUST** be placed on a physical file and be maintained by designated records management person in faculty/section.

## 8. Titling of business documents:

- **subject line of each document created must accurately reflect the topic of the email. Use of relevant key words is essential.**

<p><b>Note:</b> This is a critical issue which informs the classification process i.e. enables the email to be attached to the correct TRIM file folder which, in turn, assists the search process for TRIM users.</p>
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## 9. Disposal of business documents:

- Drafts of documents (other than critical documents such as policies, contracts and agreements) may be deleted from user network drives **only after** the accepted final version has been captured into TRIM.
- Drafts of critical documents such as policies, contracts, agreements **and** other substantive documents should be retained in TRIM until such time as the contract or agreement has expired or the relevant policy has been revised.
- Business documents must be disposed of in accordance with an approved disposal schedule. Further information is available at:

<http://www.usq.edu.au/records/recordkeepingatusq/disposalschedules>

**Note:** Business documents, attached to a TRIM file folder, inherit the retention period applied to the TRIM folder.

## 10. Classification and attachment of business documents to TRIM folders:

- **faculty/section TRIM users** - appropriate training will be provided for TRIM Power users (to be identified).
- **faculty/section (non-TRIM users)** – managed by designated records management person in faculty/section.

## Summary

End users are required to save business documents from Microsoft Office (e.g. Word & Excel) directly into an existing TRIM file folder, or alternatively, a TRIM Pending Folder set up exclusively for an individual or work group. This enables the business document to be managed as a record, linked to other related records, regardless of format.