Recordkeeping @ USQ

Records are recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.
(Australian Standard ISO15489 – Records Management, Part 1: General).

What are USQ records?

Information and documents, *created, received and maintained* by USQ employees, contractors and consultants, that provides evidence of USQ business functions, activities and transactions.

Who is responsible for USQ records?

All University employees, contractors and consultants are personally responsible for the records *created, received and maintained* by them in the performance of their duties and under their control.
(USQ Records Management Governance Policy, Section 3.2 Roles and Responsibilities)

The intentional unauthorised disposal of a USQ record constitutes a breach of section 13 of the *Public Records Act 2002* (Qld). Financial penalties for infringements may apply.

University record checklist
If unsure whether an item (object) is a USQ record, apply the questions below:

Does it form part of a USQ function, activity or transaction?
Does it add value or support to an existing document (record)?
Does it show how a decision was made?
Does it document a change to policy or procedure?
Does it show when or where a USQ event happened?
Is it a formal draft of a submission, agreement or legal document?
Is there a statutory requirement to keep the document (record)?
Is the document necessary for the re-establishment of business?

If the answer to **ANY** of these questions is 'yes', the document is considered to be an official USQ record for the purposes of the *Public Records Act 2002* (Qld) and the *Right to Information Act 2009* (Qld), and must be managed in the University's recordkeeping system.

What is TRIM?

TRIM is a computerised system to manage USQ records of all formats. TRIM allows for corporate information to be captured and shared (subject to appropriate access controls) across the University. TRIM provides a more robust, reliable and transparent information management system than the current process of saving documents and files locally.

TRIM e-DRMS Project

TRIM has been identified by USQ as the **primary driver** for records management compliance at USQ. TRIM Project is managed through Corporate Records. Further information regarding the TRIM e-DRMS is available at: http://www.usq.edu.au/records/trimedrms

Who will use TRIM

In the initial deployment phase TRIM will be rolled-out to senior management and immediate support staff across USQ campuses. Subject to appropriate resourcing, TRIM will be deployed, over time, to senior management, general staff and academic staff in all USQ cost centres.

Background

As a public authority, USQ is required under the Queensland Government 'Whole-of-Government Framework' http://www.archives.qld.gov.au/government/default.asp to comply with the requirements of:

- *Public Records Act* 2002; http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/P/PublicRecA02.pdf

- *Information Standard 40: Recordkeeping* (IS40); http://www.archives.qld.gov.au/government/InformationStandard40.asp

- *Information Standard 31: Retention and Disposal of Public Records* (IS31). http://www.archives.qld.gov.au/government/InformationStandard31.asp

Recordkeeping at USQ is largely devolved to individual cost centres. All USQ staff, including contractors, are required to maintain USQ records (in all formats) in accordance with approved recordkeeping policies. Recordkeeping business tools e.g. Retention and Disposal Schedules and the USQ Business Classification Scheme, together with associated policies and guidelines, are available at: http://www.usq.edu.au/records/recordkeepingatusq

Corporate Records

Corporate Records provides a leading role in recordkeeping at USQ through the maintenance and support of a broad range of records management activities, including:

- TRIM e-DRMS (Electronic Document & Records Management System)
- USQ corporate files (Central Administration)
- Student files (domestic & international)
- USQ Historical Archives (permanent holdings), comprising archival material and objects of continuing value;
- coordination of Right to Information (RTI) matters
- processing instruments of legal discovery and third-party requests for personal information relating to staff and students
- Administrative Access Arrangements (staff and students)
- Consultancy service (provision of professional advice to cost centres)
- Professional Development Programs:
    - Right to Information (RTI)
    - Recordkeeping @ USQ

Contacts:

For further information or assistance regarding recordkeeping activities at USQ please refer to:

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