RECORDKEEPING @ USQ

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

TRIM e-DRMS

TRIM has been identified by USQ as the **primary driver** for records management compliance at USQ. TRIM is managed through Corporate Records.

Contacts:

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

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