DIVISION OF SERVICES AND RESOURCES

THE UNIVERSITY OF ADELAIDE AUSTRALIA

RECORDS MANAGEMENT POLICY

Authorised by:	Vice-Chancellor's Committee
Date of authorisation:	10 December 2003
Date of amendments:	
Date of reviews:	
Related legislation:	State Records Act (1997)
Related documents:	D2002/1957; D2001/3255; D2002/3459
RMO File:	2001/1200

Any person who requires assistance in understanding any aspect of this document should contact the Manager, Corporate Information on 8303 5830.

This Policy should be read in conjunction with the University's Records & Archives Management Manual, available electronically from http://www.adelaide.edu.au/records/manual/.

1. Overview

The University recognises its responsibility to provide for the adequate management and preservation of official records in accordance with the State Records Act (1997) and prevailing community standards of best practice.

This policy aims to ensure that official records created by University staff deemed to be of enduring evidential or informational value are preserved for future reference. It also aims to promote a consistent and coherent regime of records management processes and practices from the time of the creation of records, through to their disposal or preservation and use as archives.

2. Scope

This policy applies to all official records created, collected and held by the University of Adelaide, and all staff employed or engaged by the University of Adelaide.

3. Definitions

"Official record" refers to a record made or received by the University in the conduct of its academic, research, commercial or administrative activities, comprising the functions of the University.

"Disposal" refers to carrying out an act or process as a result of which it is no longer possible or reasonably practicable to reproduce the whole or a part of the information contained in the record.

"University department" refers to an academic or administrative area, which may include a school, office, division or department.

"The Manager" refers to the Manager, Corporate Information, or designate.

"System Administrators" refers to staff responsible for managing the operations and integrity of University computing systems.

4. Policy

4.1 Custody of official records

a) All official records created and received by the University, its staff, or by individuals acting on its behalf are the property of the University and subject to its control.

b) No person is entitled to remove an official record from the University without written authorisation from the relevant custodial manager.

4.2 Creation and maintenance of official records

a) Every University department must ensure that adequate evidence of business activity is created and captured, in accordance with the Records & Archives Management Manual.

b) Every University department must ensure that the official records in its custody are maintained in good order and condition, in accordance with the Records and Archives Management Manual.

c) The University may conduct reviews of the official records and record management practices of University departments as reasonably required for the purpose of upholding this policy. A University department must afford reasonable co-operation and assistance in the conduct of such reviews.

4.3 Damage, alteration or destruction of official records

a) Official records must not be damaged, altered, or destroyed, except in accordance with authorised University records disposal schedules.

b) Disposal must be documented with reference to authorised disposal schedules.

c) If a person, knowing that he or she does not have proper authority to do so, intentionally damages, alters or destroys an official record, or removes an official record from official custody, the person commits an offence under the State Records Act (1997).

4.4 Restriction of disclosure of official records

a) The Manager may determine access conditions to records that he or she considers necessary to ensure the preservation of a record, meet legislative and statutory requirements including the University's Privacy Policy (2001) or support the University's business activities.

b) A University department may, in consultation with the Manager, determine conditions excluding or restricting access to records.

4.5 Recovery of official records

a) If the Manager believes that a person has unauthorised custody or possession of an official record, he or she may require the person to return the record within a specified period.

4.6 Public access to official records

a) Applications for public access to official records must be submitted in writing.

b) Individuals may also apply for access to a record under the Freedom of Information Act (1991), as outlined in the University's Freedom of Information Policy (2002).

4.7 Preservation of official records

a) It is the responsibility of departments to ensure records of enduring value and significance in their custody are identified and maintained according to the standards referred to in the Records & Archives Management Manual.

b) University Archives is the official custodian of inactive official records requiring permanent retention.

4.8 Disaster recovery

a) In the event of a disaster, the University will take all reasonable steps to ensure records are conserved.

b) The University will develop and maintain a plan that details all procedures to be followed in the event of a disaster regarding the recovery of official records.

5. Responsibilities

All individuals employed or engaged by the University are responsible for the official records in their custody, and consequently responsible for adhering to the provisions of the Policy.

Corporate Information is responsible for:

a) Ensuring staff access to the Policy and the Records & Archives Management Manual.

b) The design and maintenance of schedules to enable the classification and disposal of official records.

c) Determining appropriate security and access control measures for official records.

d) Providing training to address the roles and responsibilities of all employees in the creation, control, storage and disposal of official records.

e) Undertaking reviews of official records and records management practices.

f) Developing and maintaining suitable conditions for the preservation of official records of enduring value and significance.

g) Developing and maintaining a plan that details all procedures to be followed in the event of a disaster regarding the recovery of official records.

Area Managers are responsible for ensuring that adequate evidence of business activity is created, captured and maintained in accordance with this Policy and the Records & Archives Management Manual.

System Administrators are responsible for the reliability and continuity of systems that generate records, and the development of disaster recovery plans.

6. Communication

a) The Policy will accompany the Records & Archives Management Manual.

b) The Policy will be available through the University Policies web page at http://www.adelaide.edu.au/policies.