



Recordkeeping Fundamentals: Your responsibilities

What is Recordkeeping?

Recordkeeping involves making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded informationⁱⁱ.

What is a University Record?

A University record is any record created, received and kept by any person in the course of exercising official functions or business of the University.

Why are Records Important?

Records tell us **what**, **where** and **when** something was done or **why** a decision was made. They also tell us **who** was involved and under what authority. In other words, records provide evidence of University and individual activity.

Records are an indispensable ingredient for University accountability. Poor recordkeeping results in inefficiencies and poor-decision making.

A RECORD CAN BE ANY FORMAT



Digital



Physical



Common University Records



Correspondence

Records that document communications between University employees, and between University employees and external representatives (eg other Universities, government agencies, students, members of the public), eg emails and letters



Core Business Documents

Records that document core business processes such as reports, briefing notes, plans, agendas, minutes, working papers, and more



Financial Records

Documentation of financial activity, such as financial reports, budgets, estimates, receipts, contracts, tenders, invoices, statements, and more



Student Information

Documentation relating to administering and managing students from application for admission to course or program to completion or discontinuation, eg admission, enrolment, academic progress, financial administration and graduation



Research Data

Records that document management of research projects and grant applications, bio-safety, ethical evaluation, animal management, research results and data, commercialisation activities, and more



Social Media

If your area of the University has a presence on social media, all content and communication (including reactions to posts, comments, tweets, etc), published/transmitted via these platforms are University records

Your Responsibilities

The *State Records Act 1997 (SA)* establishes a number of responsibilities for the University and its employees (including academic and professional staff, contractors, titleholders, commercial partners). They can be summarised into 6 key points.

Create Records Routinely



University records should be created as part of your daily routine. If the activity doesn't automatically create a record, then you must do so (eg minutes of meetings)

Use Official Systems



Use the University's official recordkeeping system, **HPE Content Manager** (previously TRIM). Do not accumulate records in your own private store/drive

Know Your Policy



Know the [University Records Policy](#), [Records Management Handbook](#) and [Responsible Conduct of Research Policy](#)

Prevent Unauthorised Access



University records can contain personal and confidential information. Ensure records are kept secured and shared according to HPE Content Manager Security Groups and ITDS [Information Classification & Protection Guidelines](#)

Approved Destruction Only



Never destroy a University record without approval. Contact Records Services for disposal advice

Treat With Care

Prevent loss and damage of University records by storing physical records away from hazards and extreme environmental conditions. Store digital records in HPE Content Manager



Useful Extras



INFORMATION & RESOURCES

See the [Records Services website](#) for advice, guidance, and recordkeeping information



TRAINING AND EDUCATION

- Complete the online *Recordkeeping Induction Course*
- Attend a *HPE Content Manager Introduction* group training session
- Request a one on one information session about recordkeeping and using HPE Content Manager

Contact Us



Visit the [Records Services website](#) for additional advice and resources



For more advice and assistance get in touch with Records Services via Email: records.services@adelaide.edu.au or Phone: 8313 5334

www.adelaide.edu.au/records/services/

ⁱ © State of New South Wales through the State Archives and Records Authority of NSW 2016.

ⁱⁱ J.Bettington etc al. eds, *Keeping Archives*, 3rd edition, Australian Society of Archivists, Canberra, 2008.