

# MANAGING CORPORATE RECORDS AT GRIFFITH UNIVERSITY

## WHAT IS A RECORD?

Records are **corporate assets** of Griffith University which provide information of actions performed and decisions taken. They document the University's **corporate memory**.

Some records are considered **Vital Records**. Vital Records help rapidly re-establish normal business in the event of a **disaster**.

The University (and you!) have a **legal responsibility** to make sure that our records are **controlled and managed** effectively, **retained** for the minimum length of time, and **disposed** of appropriately.

Records **include items such as** mail and email, minutes and agendas, contracts and agreements, records created in our electronic business systems, staff and student records, lecture materials, and research data.

**Born digital** records should be **controlled and managed digitally**, wherever possible, rather than being printed to paper.

Records may be stored on **myriad devices**, including: paper documents in a filing cabinet, documents in your email, shared drives, computer or mobile device, web sites, learning and teaching materials on Blackboard etc.

University records should be maintained in places where they can be controlled and managed and are subject to system **backup processes**. They **should not be stored** in non-University cloud services, or on DVDs or USBs.

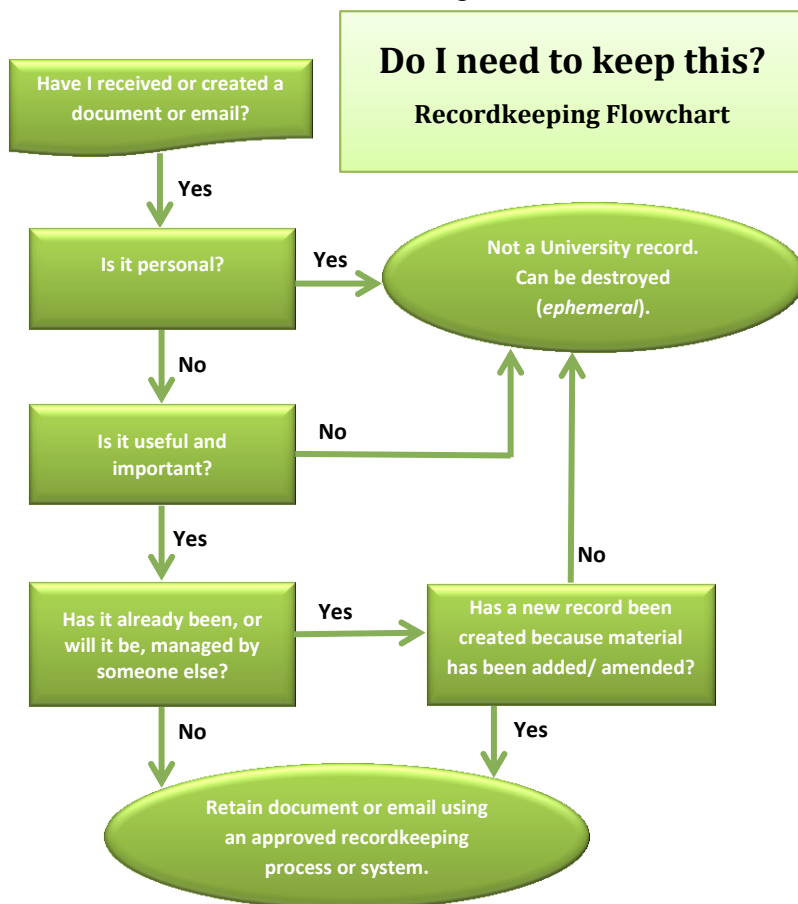
Records need to be managed according to the level of **importance** and **risk** attached to the business they document.

Remember, not every piece of paper or email written or received has to be retained. Sensible **guidelines** apply. Some records only need to be retained for a **short period** of time. Others may need to be retained **forever**.

## HOW DO I MANAGE MY RECORDS?

### Do I need to keep this?

Use the following flowchart to determine if you have records that need to be managed.



### Where do I keep my records?

The University has a number of **approved** recordkeeping systems, including but not limited to:

- Core student, finance and personnel data – maintained in Peoplesoft.
- Learning and teaching materials – maintained in Learning@Griffith.
- Research publications and data – kept in Griffith Research Online and the Research Hub.
- Student Files – maintained by CARMS.
- Staff Files – maintained by CARMS.
- Research grants and ethics – maintained by CARMS.

If your records don't fit into one of these categories, contact CARMS for advice on how to manage your records.

### How long do I keep my records?

**University records**, including those kept locally (i.e. in your office, School, Department etc), are subject to **minimum retention requirements**.

Requests for records destruction must be authorised through CARMS.

Minimum retention periods are specified in the *University Sector Retention and Disposal Schedule* or the *General Retention and Disposal Schedule for Administrative Records* or under standing disposal authorities.

## WHERE TO FROM HERE?

Further information and advice about how and where to create, maintain and dispose of records is available from the **CARMS website**: <https://intranet.secure.griffith.edu.au/records-management>