

Things you need to know about RECORDKEEPING AND INFORMATION MANAGEMENT

1. Why keep records?

Curtin's records are valuable corporate assets that are critical to the business of the University. Our records enable responsible decision making, effective policy development, high quality service delivery, accountability and transparency of governance. Curtin's records protect the interests of the University as well as the rights of its staff, students and the wider community by providing evidence of actions and decisions in support of the University's functions and operations. Good recordkeeping is necessary for Curtin to keep track of what it has done so that future activities can be planned on the basis of a thorough and accurate knowledge of what has happened and been decided in the past.

2. What is a record?

A record is information created or received by Curtin that has been recorded in any format and relates to the business processes and functions of the University. This includes information stored electronically (including emails, audio visual files and research data) and physically (including laboratory notebooks, DVDs and microfiche). Consider all business related items as University records **unless** the item is ephemeral (i.e. of no continuing value to the organisation - such as an externally produced stationery catalogue). More information on determining if an item is a University record or ephemeral please refer to our [Types of Records advice sheet](#).

3. Responsibilities of Staff and Associates (including contractors, adjunct appointees, volunteers, consultants)

We are all responsible for ensuring that Curtin information is created and managed in line with [Curtin's Policies and Procedures](#). Our policies and procedures have been developed in order to meet the University's obligations under the State Records Act (2000). The Act requires us to:

- create accurate records that support our business,
- capture those records in appropriate systems and files so that they can be found later,
- protect those records, and,
- retain our records for set periods of time.

In addition to the State Records Act there are numerous other Regulations and pieces of legislation that also impact on records and information management obligations, such as the Freedom of Information Act 1992, the Australian Privacy Principles and the Australian Code for the Responsible Code of Research.

4. What records should I keep?

Anything that meets the definition of a record as outlined above in item 2 must be kept. Personal emails that are unrelated to Curtin do not need to be kept as they are not considered University records. However, please note that **all** emails held in a Curtin email account are owned by Curtin (including non-work related personal emails). For more information on determining what to keep please refer to our [Keeping the Right Information advice sheet](#).

5. Where should I keep my records?

University records are to be kept in the University's recordkeeping and information management systems, particularly records of continuing or historical value. For electronic records this means saving them into shared drives, shared email mailboxes or corporate systems (eg Finance 1). University records should never be kept on C drives (including the My Documents folder), unencrypted thumb drives, or external drives as these are not secure, nor are they backed up. Care should be taken if using cloud services to store or transfer Curtin records. There are risks around privacy, confidentiality, security and ownership of information in the cloud. Please refer to our [Decision Framework on the Use of Cloud Services](#), [Typical Risks on Using Public Cloud Services](#) and related [Cloud Computing FAQs](#) for more information.

Hard copy records are to be kept in secure, dust and pest free locations. Hard copy records that are no longer being actively used may be transferred to Records & Information Management (RIM) for storage via a formal process. Records need to be boxed up and information about them entered into the Curtin Records & Information System (CRIS). Each area should have administrative staff who are able to process that area's inactive hard copy records.

6. How long do I need to keep my records?

There are set rules and approval processes for how long different types of records need to be kept. Only staff who have been specially trained by RIM may transfer records to RIM for destruction or storage. All other staff should ensure that their records are not deleted or destroyed. If you are running out of space for your records or if you are leaving the organisation then contact [Records & Information Management](#) on 9266 7050 or via email at rim@curtin.edu.au.

7. Protecting the Privacy and Confidentiality of records

While working with Curtin you may have access to information that is confidential in nature. We must make all reasonable steps to keep such information confidential. Many of you will be required to sign a confidentiality agreement when commencing your relationship with Curtin. Much of the information which the University collects in connection with its normal functions and activities is 'Personal Information' and this information must be handled in accordance with relevant privacy standards. We all have an obligation to keep Personal Information that is in our possession, or control, confidential. At Curtin, the privacy of students, staff, and other people who the University deals with, is taken very seriously. More information on privacy requirements please see our [Privacy Statement](#).

8. Additional Training for staff

This document provides a summary of your responsibilities. A full online recordkeeping and information management awareness course is available via iPerform. If you do not already have access to the full course then your manager can request that it be made available to you by contacting HR Systems on iperform@curtin.edu.au.

RIM also provides regular face to face workshops on various information management issues to assist staff with their recordkeeping responsibilities. If your position requires you to manage the processing of inactive records for storage or destruction, then you will require additional face to face training from RIM. Customised and one on one training may also be provided in some circumstances. For more information on the courses available please see the [RIM training webpage](#). If you are unsure about what training you need please [contact RIM](#) for advice.

9. Further Information and Useful links

Records & Information Management encourages staff to contact the team with any information management query. Information management issues can be quite complex and situations may need a specific response so seeking advice is encouraged.

For any further information or assistance please contact us on 08 9266 7050 or via email at rim@curtin.edu.au

More information is available at:

- rim.curtin.edu.au
- [procedures and advice](#).
- [training](#)
- [links](#)