

Keeping the Right Information

Staff at Curtin are responsible for ensuring that all appropriate information is created and captured into University folders. This helps Curtin run efficiently and to fulfil its legal obligations to the public and the State. However, not all information we create or receive needs to be kept as a University record. This advice will help you identify what needs to be captured.

A University record is information created or received by a Curtin staff member, consultant, contractor, adjunct appointee, research student or volunteer in the course of conducting University business. A record means any record of information however recorded e.g. hard copy or electronic. University records provide evidence of business functions, activities and transactions. They also provide evidence of organisational accountability and compliance as well as capturing Curtin's corporate memory.

Records contain the information that we need to support our business operations, decisions, authorisations and future planning.

We also create or receive records that have no continuing value to Curtin and are generally only needed for a few hours or days. These records are known as **Ephemeral Records** and can be destroyed when their usefulness or reference ceases.

What type of information is it?

The following lists provide a guideline of what information belong in these categories. However, the lists are by no means exhaustive. If you need help identifying what information you need to capture please contact Records & Information Management on 7050 for advice.

University Records

- Committee minutes and agendas
- Policy and procedures
- Official reports
- University publications
- Research data
- Significant drafts
- Some external publications
- Documented decisions/authorisations
- Financial, legal & historical records
- Original student records
- Original staff records
- Contracts/agreements

Ephemeral Records

- Exact duplicate copies
- Advertising material
- Trivial exchanges e.g. thank-yous
- Reference material
- External publications – eg stationery catalogue
- Routine or rough drafts
- Documents that contain no ongoing value to the University
- Personal records that are not work-related

Points to remember

- Sometimes ephemeral records support the information in University records and therefore become University records themselves. **Therefore if an ephemeral record supports the other information on the file it should be kept within the folder.**
- Clearly identify ephemeral records to simplify their disposal by marking documents as duplicates or reference material. This material can then be destroyed once reference ceases
 - Paper documents - Store in "Reference Only" folders available via the [Records & Information Management online order form](#).
 - Electronic documents – Store in folders whose titles include the words "Reference Only"
- Capture any significant telephone conversations by sending a follow up email summarising the conversation or create a file note if it is not appropriate to send an email. Ensure that the key details including date, parties involved and position title are included.
- Make sure meeting minutes are well documented and captured in a folder on your J Drive.

- Research information and/or data are University records. Apply for space on the R Drive to store your electronic research data.
- Student work (e.g. assignments) that belong to the student personally should be returned to the student.
- Information you create on behalf of Curtin, no matter where you are working, is owned by the University. Personal emails sent from a Curtin account are also owned by Curtin.

Need assistance?

Please see the following related advice sheets:

- [Managing Information at Curtin](#)
- [Managing Your Email](#)
- [Sentencing Information](#)

For more information please visit the Records & Information Management website at rim.curtin.edu.au. Or contact us on # 7050, rim@curtin.edu.au.