



Managing Information at Curtin

No matter what your job at Curtin is you will create, use and store records and information. Keeping good records helps to ensure that the University runs efficiently and effectively as well as complying with legal requirements. All Curtin staff are responsible for ensuring information is created and managed in accordance with Curtin's policies and procedures.

Why are records important?

Records created or received by staff members in the course of business at Curtin are a valuable asset to the University because they:

- Demonstrate accountability.
- Provide evidence of actions and decisions.
- Assist with the smooth running of business.
- Help build our organisational knowledge.

Benefits of good information management

Good recordkeeping practices lead to greater productivity as less time is taken to locate information. Keeping well organised information also results in:

- Better decisions based on complete information.
- Smarter and smoother work practices.
- Consistent and collaborative workgroup practices.
- Better resource management.
- Support for research and development.
- Preservation of vital and historical records.

Information Management at Curtin

Records & Information Management (RIM) is responsible for overseeing the management of Curtin's information and records management systems. We provide services, systems and support to help you manage your information and keep good records.

The State Records Act, 2000 requires that all State Government agencies create and implement a Record Keeping Plan (RKP). The RKP is a document which sets out what records need to be created and how the organisation is to keep these records, as well as identifying areas and strategies for improvement.

Curtin's RKP applies to all Curtin staff members employed on all campuses of the University, including those interstate and offshore. It also applies to all contractors, organisations performing outsourced services and volunteers performing duties or services for and on behalf of Curtin University. The State Records Office of WA also provides advice for all government employees on their recordkeeping responsibilities which can be found at <http://www.sro.wa.gov.au/home/state-recordkeeping>.

What are my responsibilities?

Records that you create and receive as part of your work at Curtin are owned by the University. The Vice-Chancellor has overall responsibility for ensuring records are managed in accordance with Curtin's Recordkeeping Plan but every staff member is responsible for making sure they create, capture, maintain, keep secure and dispose of records that document the business activities, transactions and events in which they take part.

To help you do this, Records & Information Management have developed a University Recordkeeping Policy, supporting procedures, advice and tools that reflect these requirements.

As Curtin staff members, your information management responsibilities are to:

- Find out what records your area has, where they are located and how they are managed.
- Create records to support the work that you do.
- Capture records into the University's recordkeeping systems.
- Protect the information that the records contain.
- Dispose of records when you no longer need them only in accordance with Curtin's Recordkeeping Policy and procedures

In addition, Managers are responsible for making sure that their staff are aware of their recordkeeping responsibilities.

Where can I find out more about managing information at Curtin?

Records & Information Management Website

The [Records & Information Management](#) website is the place to find information about managing records at Curtin. This is where you will find links to the University Recordkeeping Policy and University recordkeeping procedures and advice.

University Recordkeeping Policy, Procedures and advice

This [policy](#) assists the University, and all people performing activities on behalf of Curtin to meet their responsibilities under the State Records Act 2000. The Records & Information Management website provides [procedures and advice](#) as well as links to other useful resources which will help you manage your records at Curtin.

State Records Office of WA

The [State Records Office](#) of WA provides additional advice for WA Government employees on their recordkeeping responsibilities.

Information Management training and workshops

New staff should complete the Information Management Staff Online Learning (SOL) training available via iPerform Learning as part of their induction. Existing staff should complete this online training every two years. Log in to iPerform Learning from the My Work tab within [Oasis](#).

Records & Information Management also runs a series of training workshops on managing information for Curtin staff:

- Creating and Keeping Information
- Sentencing, Retention and Disposal of Information
- Managing your email

These modules build upon each other and provide a user friendly approach to addressing your recordkeeping responsibilities as Curtin staff members. Registration is essential and is available through the training section of the [Employee Kiosk](#). Training is available on a monthly basis. For information regarding future sessions and times, visit the [Records & Information Management training page](#) or contact Records & Information Management on Ext 7050. Some one-on-one assistance can be provided also.

Need assistance?

For more information please visit the Records & Information Management website at rim.curtin.edu.au. If you need assistance, please contact us by email at rim@curtin.edu.au.