Records Management for Managers

Area managers and supervisors have a responsibility to promote best practice in the management of Curtin's records and information. Curtin's records provide evidence of the University's activities and when well managed, contribute to the efficiency and effectiveness of the University. Good records and information management enables improved decision-making. It reduces risk, delivers productivity improvements and provides business continuity in the event of a disaster.

What you need to know

- Records are Curtin assets.
- Curtin needs to manage records for both business and legal reasons.
- Curtin employees (including adjuncts, contractors, associates etc) are required to:
    - Create records that support what they do,
    - Store those records appropriately,
    - Protect those records, and,
    - Keep them for set periods of time. **Contact Records & Information Management (RIM) if you want to destroy or delete records. Only RIM has the authority to destroy University Records.**
- Contact RIM if you are moving or refurbishing offices or;
- If you are setting up a new database or electronic system.
- Ensure your area has staff trained in processing hard copy records for submission to RIM for either destruction or longer term storage.
- Ensure your staff complete the Staff Online Compliance training available via iPerform.
- Manage the records of staff leaving Curtin. (Refer to the Procedures and Advice webpage. Managing information when leaving the University advice sheet)
- Talk to RIM about structuring your J Drive and using shared email mailboxes.

Staff training

- New staff are to complete the compulsory Staff Online Compliance training course on Information Management within the first two months of commencing at Curtin.
- Note, Contractors, University Associates and Adjuncts are only required to complete a Lite version of the course. However, as a Manager, you can arrange for someone allocated the Lite course to be upgraded to the Full course. This is particularly relevant for any contractors (ie "temps") who are to being employed to do a job similar to that of a fixed term or permanent staff member and will have substantial contact with Curtin records. Email iperform@curtin.edu.au with the person's details and the request that they be allocated the Full compliance course.
- Also ensure new staff are aware of the face to face Managing Information training workshops provided by RIM.

Need assistance?

- See our Frequently Asked Questions over the page.
- More information for Managers is available at Managers Toolkit
- Further resources are available on our website - *rim.curtin.edu.au*
- Please contact us by email at *rim@curtin.edu.au*

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Frequently Asked Questions

Q: We have a room full of old hard copy records and we need to free up that space. What should we do?

A: The records will need to be assessed, processed and then RIM will arrange for them to be removed from your area where they will either be destroyed or put into storage. First, determine if you have any trained staff available who can process the records. If you have staff available, but they haven't been trained, or you wish to hire a casual to do the work, then contact RIM to find out when the next training is available.

Q: If RIM takes our hard copy records and puts them into storage, can we still retrieve them if we need them?

A: Yes, contact RIM to arrange retrieval of a folder via email at rim@curtin.edu.au.

Q: Will we be charged for storage or destruction of hard copy records?

A: RIM does not currently charge areas for the collection, storage or destruction of hard copy records. However, areas are required to purchase special storage boxes for the records.

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