

Records and Information Management Policy

1. PURPOSE

To define accountabilities and responsibilities for the implementation and ongoing development of records and information management across the University.

To support the University's commitment to the management of its records and information.

2. POLICY STATEMENT

- 2.1. The University's records and information will be managed as core strategic assets essential to the business of the University.
- 2.2. Ownership and proprietary interest of records and information created or received during the course of business is vested in the University.
- 2.3. The University is committed to developing and implementing records and information management practices which support the University's business and legislative requirements.
- 2.4. The University will retain and dispose of its records and information in accordance with the retention and disposal schedules approved by the State Records Commission.
- 2.5. The University is committed to capturing and preserving records and information of significant historical or cultural value to the University and the State.

3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

Vice-Chancellor

The Vice-Chancellor is responsible for ensuring the University's compliance with the *State Records Act 2000* including the principles and standards established by the State Records Commission.

Managers

All Managers are responsible for fostering and supporting a culture that promotes good recordkeeping and information management practices, and ensuring that staff and contractors in their area are aware of, understand and comply with records and information management policies and procedures.

Records and Information Management (RIM)

RIM is responsible for developing and implementing policies, procedures, systems, tools and techniques, training and support programs, and monitoring compliance with records and information management policies and directives, and advising senior management of any risks associated with non-compliance.

Staff, Consultants, Contractors, Adjunct Appointee, Research Students and Volunteers

All staff, consultants, contractors and volunteers are responsible for creating, collecting, classifying, securing, keeping and disposing of records and information relating to the business activities they perform, in accordance with this policy and supporting procedures.

4. SCOPE OF POLICY

This policy applies to the Curtin University community, including Council members, staff, University associates, Curtin controlled entities, research students and all persons performing duties or services for the University, whether as a visitor, adjunct appointee, consultants, contractors or volunteers.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Records

Information in any format, created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. (AS ISO 15489: Records Management)

Retention and Disposal Schedules

A systematic listing of categories, or series, of records created and/or kept by an organisation that plans the life of those records from creation to ultimate disposal. (State Records Commission Standard 3: Appraisal of Records)

6. SUPPORTING PROCEDURES

[Records and Information Management Procedures](#)

7. RELATED DOCUMENTS/LINKS

Curtin Recordkeeping Plan

[Disclosure of Personal Information Procedures](#)

[Information Security Classification Policy and Procedure](#)

[Intellectual Property - Ownership and Commercialisation Policy and Procedures](#)

[Physical and Information Security Policy](#)

[Research Data and Primary Materials Policy](#)

Western Australian University Sector Disposal Authority

Electronic Transactions Act 2011 (WA)

Evidence Act 1906 (WA)

Freedom of Information Act 1992 (WA)

State Records Act 2000 (WA)

Australian/International Standard ISO/AS 15489: Records Management

Policy Compliance Officer	Sue Aldenton , Associate Director, Records and Information Management
Policy Manager	Chief Operating Officer
Approval Authority	Planning and Management Committee
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	01/04/2008	Planning and Management Committee	PMC 24/08	Attachment 1 to Document No 00334/08
	Administratively Updated	16/10/2012	Director, Legal and Compliance Services		Policy Contact Updated
	Amended	26/11/2013	Planning and Management Committee	PM 94/13	Attachment 2 to Document No 01256/13 (previously Recordkeeping Policy)
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes