Records and Information Management Procedures

1. LEGISLATION/POLICY SUPPORTED
   
   Information Management Policy
   State Records Act 2000 (WA)
   Freedom of Information Act 1992 (WA)

2. PROCEDURAL DETAILS

   These procedures relate to all records and information created or received by the University community, regardless of format, storage location or date created.

   2.1 Retain, organise and appropriately dispose of records and information
      
      2.1.1 Retain records and information created or received in the University’s information systems or business systems.
      
      2.1.2 Organise records and information according to business functions and processes.
      
      2.1.3 Classify records and information according to its confidentiality and sensitivity
      
      2.1.4 Store and protect records and information appropriately according to its information security classification.
      
      2.1.5 Sentence records and information according to the approved retention and disposal schedules.
      
      2.1.6 Obtain approval from Curtin Information Management and Archives to transfer records and information for long-term storage and/or disposal.

   2.2 Access to records and information
      
      2.2.1 Access to some information and documents may be restricted due to confidentiality, privacy, business, legislative or other requirements.
      
      2.2.2 Access to the University’s records and information by the public will be in accordance with the Freedom of Information Act 1992 (WA).

   2.3 Receipt of hard copy documents and mail
      
      Add date of receipt to any hard copy documents or mail received.

   2.4 Vital Records
      
      In consultation with Curtin Information Management and Archives and Risk Management, heads of organisational units will identify and appropriately manage vital records.

3. RESPONSIBILITIES

   In addition to any responsibilities set out in section 2,

   3.1 Managers
      
      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.

   3.2 Curtin Information Management and Archives
      
      Curtin Information Management and Archives 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 procedures, and advising senior management of any risks associated with non-compliance.

4. SCOPE OF PROCEDURES

   These procedures apply 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)

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).

Sentence
The process of determining the relevant retention period of records and information using the approved retention and disposal schedules.

Vital records
Are those records that are essential for the ongoing business of the University, and without which the University could not continue to function effectively. The identification and protection of such records is a primary object of records management, risk management and disaster management planning.

6. RELATED DOCUMENTS/LINKS

Policies and Procedures
- Contracts and Agreements Registration Procedures
- Disclosure of Personal Information Procedures
- Information Security Classification Policy and Procedures

Records and Information Management webpages
- Curtin Records and Information System (CRIS)
- Retention and Disposal Schedules
- Freedom of Information
- Records and Information Management Procedures and Advice

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**REVISION HISTORY**

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