

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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Policy Manager	Chief Operating Officer
Approval Authority	Chief Operating Officer
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board/ Executive Manager	Approval / Resolution Number	Key Changes and Notes
H001/P6.1	Approved	30/09/2003	Planning and Quality Committee	PMC 95/03	Document No 63/03
H001/P6.1A	Amended	25/10/2006	Council	C 150/06 (iii)	Document No 01108/06
H001/P1.6B	Amended	09/05/2007	Council	C 58/07	Document No 00390/07

	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart
	Administratively Updated	16/10/2012	Director, Legal and Compliance Services		Policy Contact Updated
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	22/01/2016	Chief Operating Officer	EM1602	Unconditional