



Title:

Digital Records Policy

Version	1.0
TRIM file number	08/282
Short description	A policy on the management of digital records.
Relevant to	All employees
Authority	This Policy has been approved by [name of delegated approver] under the <i>Governance (Policy and Procedures) Rule 2005</i> of the Council and sections 20 and 32 of the <i>CSU Act</i> .
Responsible officer	Manager, University Records
Responsible office	Division of Information Technology
Date introduced	23 December 2008
Date(s) modified	
Next scheduled review date	December 2010
Related University documents	Records Management Policy Vital Records Policy TRIM Access and Security Policy Procedures for Imaged Records
Related legislation	State Records Act 1998 (NSW)
Key words	State Records Regulations 2005 (NSW) Policy Records Management Electronic Documents Digitised Scanning

1. PURPOSE

- 1.1 This documents sets out Charles Sturt University's (CSU's) policy on establishing sound records management practices and a consistent approach with regard to the management of digital records as well as the destruction of original paper records which have been successfully digitised through scanning and captured into Charles Sturt University's corporate recordkeeping system TRIM.

2. SCOPE

- 2.1. This policy applies to all members of the University community who receive/send digital records and/or digitise paper records for capture into TRIM.

3. REFERENCES

This policy should be read in conjunction with:

- State Records NSW General Disposal Authority 24 – Imaged Records
- State Records NSW General Disposal Authority 33 – Source records that have been migrated
- State Records Standard on digital recordkeeping
- Records Management Policy
- Vital Records Policy
- TRIM Security and Access Policy
- Procedure Creation and Disposal of Imaged Records

4. DEFINITIONS

4.1 *Records*

A record is information created, received and maintained by Charles Sturt University and its employees in the transaction of official business or conduct of affairs, and kept as evidence of such activity.

4.2 *Digital Records*

A digital record is digital information, captured at a specific point in time that is kept as evidence of business activity. Digital records means 'born' digital records such as emails, web pages, digital photographs, digital audio files, GIS files or database records, as well as scanned versions of paper records that have been digitised in business process.

4.3 *Metadata*

Data describing data and data systems. In records management, recordkeeping metadata is data that describes the context, content and structure of records and their management through time. (AS ISO 15489 Part 1 Clause 3.12)

4.4 *State Records*

Records created by public offices in NSW (including universities) are State records under the *State Records Act 1998 (NSW)*, and subject to the provisions of both the *State Records Act 1998* and the *State Records Amendment Act 2005 (NSW)*.

4.5 *State Archives*

Means a State record that State Records NSW has control of under the *State Records Act 1998*.

4.6 TRIM

TRIM is the records management software used to capture corporate records of Charles Sturt University.

5. RESPONSIBILITIES

5.1 University Records Manager

- Developing, monitoring and reviewing the University-wide records management policy, procedures, standards and guidelines for the creation, management, storage and disposal of University records.
- Dissemination of information in relation to these activities, in consultation with the University Secretary, the Executive Director of Information Technology, the Manager, CSU Regional Archives and Art Collection, and the heads of University organisational units.
- Provision of advice to University employees regarding the creation and maintenance of University records and the systems in which they are maintained.
- Provision of records management training to University employees.

5.2 TRIM Administrators

- These are nominated staff within units/division who have more extensive recordkeeping responsibilities for their operational area.
- Conduct regular documental validation checks on digitised records.
- Manage and maintain the day to day records management processes and operations within their area, and
- Support staff within their area on records management matters such as the registration and creation of files & records; the conduct of disposal process for files & records, etc.

5.3 All University employees

All employees of Charles Sturt University are responsible for ensuring that they create and maintain full and accurate records of official University business that they transact.

6. CAPTURE REQUIREMENTS

TRIM should be used for the capture of digital corporate records as it will capture the recordkeeping metadata that will facilitate the records integrity, preservation and retrieval.

Scanning of images/records must be done using Division of Information Technology (DIT) approved software and hardware as specified in the DIT Service Catalogue in order to capture technical metadata such as image resolutions, bit depths, compression and file formats. Without this associated metadata for digitised records, DIT will not be able to prove that the image is a true and exact copy of an original (after disposal of the physical record). Therefore, the disposal of the original is not permitted.

6.1 Standard Format

The standard format for CSU imaged records is PDF. PDF is a digital format that has become the standard for the exchange and storage of data. PDF files

may be created natively in PDF form, converted from other electronic formats, or digitised from paper, microfilm or other hard copy formats. TIFF is a digital format that is widely supported. TIFF files are commonly used in desktop publishing, facing, 3-D applications and medical imaging applications.

7. PROTECTION OF RECORDS

Under the *State Records Act 1998*, University records are State records. Staff are obliged to handle records sensibly and with care and respect so as to avoid damage to the records and to prolong their life-span. Staff must not alienate, relinquish control over, damage, alter or destroy Charles Sturt University records.

8. DISPOSAL AND DESTRUCTION OF RECORDS

Staff who wish to initiate the archiving and/or disposal of records are required to contact the University Records Manager or the University's Regional Archives which is an official regional archives repository of State Records Authority of New South Wales.

Table of amendments

Version number	Date	Short description of amendment
1.0	19/11/2008	Policy created