



Recordkeeping Responsibilities: What is a University Record?

One of your responsibilities under the Records and Archives Management Policy is to create full and accurate records of all University activities for which you are responsible, and of all substantive or formal decisions you make in the service of the University.

These records must be captured into Content Manager (TRIM) – or an alternate authorised system of record.

In order to comply with the Policy, you must first understand what a University record is. If the answer to any of the following questions is Yes, then the information you are creating, receiving, using, maintaining in the course of your duties is a record.

- Does it form part of a University transaction?*
- Does it add value or support to an existing document?*
- Does it show how a transaction was processed?*
- Does it show how a decision was made?*
- Does it document a change to policy, procedure or methodology?*
- Does it show when or where an event happened?*
- Is it a formal draft of a submission, agreement or legal document?*
- Is there a statutory requirement to keep the document?*
- Is this document essential for the rapid re-establishment of business in the University?*
- Does it fall within the functions and activities contained in the retention and disposal schedules?*

Further assistance is available from Records & Archives Management Services (RAMS) www.westernsydney.edu.au/rams or rams@westernsydney.edu.au