





Records management strategic plan

Objective	University recordkeeping practices that enable strong governance through consistency of practice, retention of organisational memory and institutional accountability and transparency.			
Imperatives	Policy and Tools	Compliance	Supporting Systems and Data Governance	
	Fit for purpose policies, plans and resources developed and deployed	Monitor compliance with policies and regulations	Integration with systems and alignment with other University initiatives	
Ongoing	<ul style="list-style-type: none"> Organisational units supported to manage their records 	<ul style="list-style-type: none"> Key for high risk high value (HRHV) records monitored to ensure they are well managed and protected. 	<ul style="list-style-type: none"> Records management considered broadly as part of information governance strategies 	
2022	<ul style="list-style-type: none"> Records management policy suite revised in governance and management policy review. Resources, training and tools updated to support Records Management Policy Records management plans for high risk high value (HRHV) information assets updated 	<ul style="list-style-type: none"> Compliance with legislation demonstrated through SARA records management assessment (RMA) and HESF evidence scan projects Internal compliance attestations completed in accordance with Compliance Assurance Procedure. 	<ul style="list-style-type: none"> System implementations and upgrades: <ul style="list-style-type: none"> — Unirecords/Content Manager upgrades — Change to CM subscription model — Technology One EDRMS implementation — Teams implementation 	
2023	<ul style="list-style-type: none"> Records management plans for all organisational units developed or updated Ongoing records management training schedule in place Recordkeeping help guides created for key functional areas 	<ul style="list-style-type: none"> Improvements identified through the RMA or HESF evidence scan addressed. Compliance maturity score in 2023 RMA improved. Annual review of HRHV information assets and information asset register. 	<ul style="list-style-type: none"> Projects as required to address areas identified for improvement through RMA or HESF evidence scan Processes, workflows and templates updated where required to address records management obligations (e.g. business continuity plans, risk assessments, technology initiatives) 	
2024+	<ul style="list-style-type: none"> Records Management Policy suite reviewed in accordance with the Policy Framework Policy (triennial review) Investigate broader Information Governance Policy suite to address data, information and records management more broadly 	<ul style="list-style-type: none"> Regular (biennial/triennial) reviews of all organisational unit's records management compliance 	<ul style="list-style-type: none"> System capabilities improved/extended – preference support for use/reuse of information to reduce duplication 	
Measures of Success	<ul style="list-style-type: none"> Currency of policies, procedures and other materials Records management plans in place for units with HRHV information assets 	<ul style="list-style-type: none"> Compliance for RMA/ Domain 7 demonstrated in 2022 Maturity score increased to >4 by 2024 RMA 	<ul style="list-style-type: none"> System solutions that support business needs and records compliance Risk assessments and business continuity plans in place for HRHV information assets. 	
Providing support in each of the University's four strategic focus areas	 <p>Students - support implementation of Technology One for student records and CDAP for curriculum materials.</p>	 <p>People – support implementation of Technology One for administrative functions (Finance, People and Culture).</p>	 <p>Research – support implementation of the Research Data Management Procedure.</p>	 <p>Social responsibility – support good governance capabilities and meet business, legal and accountability requirements.</p>