GUIDELINE FOR THE PREPARATION OF PAPER RECORDS PRIOR TO THEIR TRANSFER TO UQ CENTRAL RECORDS FOR ONGOING MANAGEMENT

The Records Governance team (RG) work in partnership with all UQ business areas to look after information that is required to be actively kept as evidence and that needs to be maintained and secured as authentic records with enough context to verify them as sources of truth. The length of time that they need to be retained and preserved for assurance of their authenticity is designated by legislation (minimum requirements) and the ongoing needs of the University (defines the maximum beyond the legal requirements).

Records whether they are paper or digital in their format, must not be altered or destroyed, but must be verified and approved by the authorised UQ delegates before they can be deleted/destroyed. The process is outlined under UQ Policy and Procedures. The over-arching legislation that UQ must abide by is Public Records Act 2002.

Preparation Checklist

## **First of all, contact UQ Central Records (**[**uqcentralrecords@uq.edu.au**](mailto:uqcentralrecords@uq.edu.au)**) *before* sending envelopes or boxes of documentation to ensure the appropriate security is organised for the type of records to be transferred and the correct delivery address details are used.** Ensure the archive boxes are fit for transporting the records and are free from any infestations as the Records Governance warehouse is a controlled environment intended to provide protected storage to UQ’s records.

* **Completing or reviewing this checklist prior to contacting UQ Central Records is recommended.**

## **Prior to despatch of records, a content summary/listing will be needed (see checklist below).**

## **Sender details and contact information, plus the name of the UQ business area, need to be included with despatch information.**

* **The business area organises delivery.**

## **Send an email to UQ Central Records (**[uqcentralrecords@uq.edu.au](mailto:uqcentralrecords@uq.edu.au)**) to advise dispatch date. Include the digital version of the content summaries in the email.**

See below for checklist and boxing guidance

# Paper record collections need to be boxed in accordance with the following:

1. Only put similar activities within an official archive box [[1]](#footnote-2); do not mix operational matters. The reason is different types of activities can have differing retention requirements. RMAS will determine/verify legal retention requirements. Not mixing business activities within a box provides greater processing efficiency for all parties.
2. If the information relates to:
   * **Staff files/records**:   
     Organise files alphabetically by LAST NAME into an official archive box or digital container. Create a printable list of the files contained within each box/digital container. The list needs to include the full name of the staff member, their Aurion/Workday staff number and date of birth (DOB). Please use the template provided by RMAS. Do not overload a box.
   * **Student records**:   
     Organise files alphabetically by LAST NAME into an official archive box/digital container. Create a printable list of the files contained in each box/digital container. The list needs to include the full name of the student, their student number and DOB (use template provided by RMAS)
   * **Committee papers**:  
     Organise into name of committee, then chronologically according to the date the meetings were held. Create a printable list of the files contained in each box/digital container. Ensure it includes full name of the committee, abbreviation if applicable, details e.g. agenda, minutes, working papers, etc; date of meeting.
   * **Contractual documentation**:   
     Organise into categories of contract type. Contact RMAS for advice on next steps. The Enterprise Records and Document Management System (TRIM) is the designated central location for contractual documentation. A scanned copy of the final executed document is captured into a Digital Vault within the Enterprise Records and Document Management System (TRIM) as a central point of truth. RMAS provide secured centralised storage for original paper executed copies.
   * **Other:** (please provide a comprehensive description)

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| --- | --- |
| Operational activity: |  |
| Subject: |  |
| Date span of the items: |  |
| Current state, approximate volume and location: |  |
| Past/current owner of records: |  |
| Current custodian of records: |  |

1. Are there any known access restriction or information security classifications that apply to the records?

Provide details:

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1. Who is the subject matter expert on the records?

Name, role and contact details

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|  |

1. Who should Records Governance contact to discuss this collection (if required) and to provide ongoing TRIM links to for those who are authorised to have ongoing access to thisinformation?

Name, role and contact details

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| --- |
|  |

1. NOW YOU ARE READY TO ...

Contact the Records Governance team via email [uqcentralrecords@uq.edu.au](mailto:uqcentralrecords@uq.edu.au) and send this completed checklist to the attention of Records Governance will be in contact shortly.

OR phone Marie de Groot, Manager Records Governance – mobile 0409 168 562 - for initial enquiries.

# You might like to also refer to the following additional advice:

* GUIDE TO - Determining the value of records for ongoing retention management or destruction eligibility (TRIM Ref - D21/28439)

1. UQ uses official archival quality boxes provided by Grace Information Management. They can be sourced through UQ P&F. [↑](#footnote-ref-2)