Records Management Policy

Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Records Management Policy
Brief Description	This Policy covers processes relating to the capture and storage of information. This Policy is designed to utilise as far as possible technological solutions for management of records, in order to meet record keeping compliance obligations, enhance operational efficiency, manage risk, support accountability and maintain corporate memory.
Responsibility	College Director and Principal
Initial Issue Date	22/09/2010
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
24/12/2015	1	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

Related Documents

Name	Location
Privacy Policy	Policy HUB
Retention and Disposal Schedule	PDF

Document Name: Records Management Policy

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Information Classification: \About Griffith College\Quality Assurance Framework\ - Public
Page 1 of 4

Contents

1   Purpose and Scope

1.1   Introduction

This Records Management Policy sets out the approach of Griffith College relating to the management of Griffith College records.

1.2   Purpose

The purpose of this Policy is to utilise as far as possible technological solutions for management of records, in order to meet record keeping compliance obligations, enhance operational efficiency, manage risk, support accountability and maintain corporate memory.

1.3   Scope

This Policy has been prepared in accordance with Griffith College's [Retention and Disposal Schedule](#) as well as Griffith College's [Privacy Policy](#).

2   Policy Statement

2.1   Retention and Disposal

Griffith College adheres to a [Retention and Disposal Schedule](#) which was formulated to align, where appropriate, with the Queensland State Archives' University Sector Retention and Disposal Schedule (QDAN 601 v.2; approved 20-07-2009). This schedule outlines many different types of records which span the entire operations of the College. The schedule further itemises the length of time that the record(s) will be stored before disposal.

2.2   Storage

2.2.1   On-site Records

Griffith College maintains a full range of physical records on-site, including:

- Active student files for all students who are currently enrolled,
- Inactive student files for the previous Trimester;
- Active and inactive student files for future Trimesters;
- Inactive student files for the previous Trimester;
- Current staff personnel files, and
- Current Administrative records, e.g. recent timetabling records
- Financial records, e.g. bank reconciliations

Once records are deemed to be finalised, they may be moved to an off-site storage facility.

2.2.2   Off-site Records

When deciding to move records off-site, the responsible operational area will consider issues such as space and level of accessibility required.

Some operational areas will systematically move records off-site, e.g. student administration moving graduated student files off-site each Trimester, while others will have sufficient space to keep their small amount of records on-site.

Griffith College has a relationship with a document storage company, to manage its off-site records.

2.3 Microfiche

Until 2005, Griffith College transferred all finalised hard copy student files onto microfiche. Microfiche involved the creation of images of the physical pages within a student file being transferred onto a CD. Storage space is greatly reduced, though the process has primarily been replaced by information technology advances.

Griffith College's archived microfiche files are stored on-site in a fire-proof safe.

2.4 Electronic

Griffith College currently stores all electronic copies of documents on a number of networked drives. The primary drive is generally categorised by operational area. This drive is periodically reviewed and files that are deemed to have been superseded or temporary are either archived onto CD or deleted from the drive completely, in accordance with the Griffith College Retention and Disposal Schedule.

Additionally, a large amount of information pertaining to a student's study is managed through an electronic student management system. The records retained on this system date back to 2002 and are subject to a rigorous data back-up process.

It is envisaged that over time Griffith College will move toward an electronic filing system for all student files, thereby greatly reducing the current requirement for off-site storage and the administrative labour cost.

2.5 Privacy

Any individual (student or staff) has the right to request access to all records that Griffith College has retained relating to them. For greater detail, refer to the Griffith College Privacy Policy.