
ARCHIVES AND RECORDS DISPOSAL SCHEDULE

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Definitions :

Record: A record is information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in a transaction relating to education and business. (modified extract from AS ISO 15489 Records Management Part 1 sect 3.15). In the context of the EIT, this includes such records relating to employment, education, meetings, all correspondence internally and to external agencies (e.g. governmental educational agencies and course preparation), client and supplier records. This record may be located in multiple offices throughout the world relating to international transactions.

Archives: Records that are appraised as having continuing value and selected for permanent preservation are placed (building/room/storage area) where archival material is kept; an organization (or part of an organization) responsible for appraising, acquiring, preserving and making available archival material. With the increasing emphasis on electronic records (and the concomitant decrease in cost of electronic storage and increase in capacity), archives may also be electronic documents (or scanned facsimiles of paper documents), which are stored on site at the EIT campus and also stored off site (or “in the cloud”).

Metadata: Data describing context, content and structure of records and their management through time

Records Management: Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposing of records, including processes for capturing and maintaining evidence of and information about business activities and transactions.(Sourced from the AS ISO 15489 Records Management standard).



Purpose: The purpose of this schedule is to establish a clearly defined process to archive and dispose of records including paper and electronic based records (e.g. email, CD-ROM, DVD, hard disk and web sites). This schedule contributes to the EIT meeting its business, legal, personal and cultural obligations.

Scope: This policy extends to all EIT staff, both administrative and academic, who handle records.

Overview: The EIT (and its sister company IDC Technologies) have a strong history of record keeping ranging from student records from over twenty years as well as over 130,000 client records built up as a result of business activities in over 200 countries in the world. This schedule relates specifically to the archiving and disposal of records.

Essential Supporting Documents: - AS ISO 15489 Records Management standard

Related Documents: - Records Management Policy
- Award Nomenclature and Testamur Policy

Introduction

The EIT has an obligation to ensure that no official records are destroyed without the prior permission of the WA State Archivist.

Destruction refers to the physical destroying of records contained in any media. A record may be destroyed only when it has no further value to the EIT. This is determined systematically in accordance with an archives and records disposal schedule, which relates to written documents only and is maintained by the Accreditation Manager Course in consultation with the Course Coordinator.

Some records that no longer have relevance may nevertheless need to be retained, either permanently or pending their destruction. In such cases, they will be transferred to a secure location off-site for secondary storage.

The destruction of some public records is permitted without formal authorisation under normal administrative practice. This includes such items as drafts, spare copies and rough notes. If there is an uncertainty as to the nature of a document, the Dean of Engineering as Policy Custodian will be responsible for clarifying this issue.

Transfer of custody of records

At times, police investigations or EIT involvement in litigation will necessitate the transfer of official files or records out of EIT custody. This might occur in a case where the police service investigates allegations of criminal activity by a student when the allegations relate to EIT activities or functions.

Transfer of any official records or files (including academic and administrative records) out of EIT custody requires specific approval of the Chair of the Governance Board. A copy is



retained for use, which ensures the integrity of the record and that the record remains available for the discharge of any relevant administrative accountabilities or functions.

All requests by external law enforcement agencies or by solicitors to obtain original EIT records should initially be referred to the Dean as Policy Custodian who will then refer the matter to the Chair of the Governance Board for final approval. In granting approval, the Governance Board should consider whether certified photocopies will suffice for the purpose for which the documents have been requested.

Where approval is granted, before any records leave the EIT's custody, the IT Manager will be advised and appropriate arrangements made to ensure that the EIT's recordkeeping responsibilities are fulfilled.

The IT Manager is responsible for monitoring the progress of the case to ensure that the original files are returned to the EIT at the conclusion of the investigations or proceedings.