

## STAFF

[Learning and teaching](#)

[Research](#)

[Faculties and schools](#)

[Central services](#)

[Academic Office](#)

[Centre for Academic Development](#)

[Communications, Marketing and Engagement](#)

[Human Resources](#)

[Finance](#)

[ITS](#)

[Legal Services](#)

[Library](#)

[Planning and Management Information](#)

[Property Services](#)

[Information and Records Management](#)

— [Creating and managing records](#)

— [Archiving or disposing of records](#)

— [University Archive](#)

[Safety, Risk and Assurance](#)

[Student Academic Services](#)

[Student and Campus Living](#)

[Victoria International](#)

[Sustainability Office](#)

[Human Resources](#)

[Your university](#)

[Supporting students](#)

[News and events](#)

[Contacts and directories](#)

[myTools for staff](#)

# Information and Records Management

Everyone who works at Victoria University of Wellington has a responsibility to manage University information effectively.

University information is:

- anything that records University decisions, actions or activities
- in any format - emails, texts, Word documents, social media, PowerPoint, Excel, hard copies
- not teaching, learning and research related materials.

It's important to manage it effectively, so everyone can:

- Easily find the latest document and most up to date information.
- Be confident that the information they have is correct.
- Have evidence of how, why and when actions and decisions were taken (to show accountability to stakeholders, government and the wider community).
- Manage and mitigate risks associated with business continuity and information security.
- Access documents that record past decisions, actions and events, so that we can understand the decision, what worked well, what didn't work so well and how we can improve.

## It applies to everyone

All permanent and temporary University staff, academic and professional (including contractors).

## How this helps you:

- Find information you need quickly and easily, when you need it.
- Keep your documents, files and other records secure.
- Share information easily with others.

## It's easy

- Always use University systems such as email, shared drives and SharePoint to save, store and share your University information.
- Make sure that someone else could easily find your information when they need to.
- Not sure if you can delete or destroy particular information? Contact the Information and Records Management team for advice.

## Information and Records Management team

The Information and Records Management team can help you to create, manage, destroy or archive your University records by providing tools, advice and guidance to support you.

The team also manages copyright, as well as looking after Victoria University of Wellington's historical records in the University Archive.

Contact

STAFF

[Learning and teaching](#)

[Research](#)

[Faculties and schools](#)

[Central services](#)

[Academic Office](#)

[Centre for Academic Development](#)

[Communications, Marketing and Engagement](#)

[Human Resources](#)

[Finance](#)

[ITS](#)

[Legal Services](#)

[Library](#)

[Planning and Management Information](#)

[Property Services](#)

[Information and Records Management](#)

— [Creating and managing records](#)

— [Archiving or disposing of records](#)

— [University Archive](#)

[Safety, Risk and Assurance](#)

[Student Academic Services](#)

[Student and Campus Living](#)

[Victoria International](#)

[Sustainability Office](#)

[Human Resources](#)

[Your university](#)

[Supporting students](#)

[News and events](#)

[Contacts and directories](#)

[myTools for staff](#)

RELATED LINKS

— [Public Records](#)

## Creating and managing records

University records need to be accurate, complete, transparent and comprehensive. We can then refer back to information at a later date and know it's reliable.

### Naming your documents

- Think about how you or someone would search for the document, now or in the future, and how confident you would be that it was the correct and most up to date document.
- Abbreviations and acronyms can lose meaning over time, use them carefully.
- Keep document names concise and meaningful. For example: 'naming records' in preference to 'fact sheet on naming conventions for documents'.
- The name of a document should relate to the process, project or event—for example, consultation, manual or mail out.
- Be specific. For example: use 'Smith, John 2014-05-16 Fees complaint' in preference to 'Letter'.
- Find a naming convention that works for your team and use it consistently.
- It is useful to keep dates as yyyy-mm-dd.
- Don't include words that have already been in covered in the file path of the document. For example —if the file path is 'Vice-Chancellor/Committees/SMT/2014', the document name could be 'Minutes 2014-03-03' not 'Minutes of SMT meeting held on the 03/03/2014'.
- When using names, use the family name first. For staff members use their title in preference to their name.

### Version control

If your document is likely to undergo substantial changes before the final approved version, consider including version control in the document name or in a version control table to help identify the changes.

Version control in the document name could be adding 'Draft', 'For consultation' or 'Final' and the version number if appropriate. For example: 'Records Management Policy 2014 V1.0 DRAFT' when finalised becomes 'Records Management Policy 2014 V3.0 FINAL'.

Avoid having more than one 'Final' version of a document.

### Version control table

Version	Purpose of document/changes	Author	Action date
1.0	Draft	Manager A	2014-05-30
1.1	Changes to structure	Manager B	2014-06-05
2.0	For consultation with stakeholders	Manager A	2014-06-30
2.1	Changes to purpose to ensure clarity	Manager B	2014-07-30
3.0	Final for SMT meeting July 2014	Manager A	2014-08-30
3.1	Changes requested by SMT	Manager A	2014-09-15

### Digitising hard copy records



## Digitising hard copy records

The Contract and Commercial Law Act and the Public Records Act outline legal requirements that need to be met when making digital copies of paper records.

If you are considering a digitisation project, talk to the Information and Record Management team for advice on the requirements before starting.

## Controlled Entities (Boards and Trusts)

Boards and Trusts that are more than 50% owned by the University are covered by the Public Records Act and the Companies Act. This guidance has been developed in conjunction with the General Counsel.

If you have any queries regarding your obligations, contact either Information and Record Management team or the General Counsel.

## Best practice for shared drives

Having a structured shared drive improves efficiency—all staff can store and access information as needed.

Well organised shared drives don't just happen, they need managing. The following are some best practice guidelines to follow:

- Use the M:\ drive for all work related files. Folders can be secured to specific groups of users (e.g. Head of School/School Manager) to protect sensitive information e.g. HR files
  - Academics: should store all University information they create here
  - Professional staff: should store all work related files here.
- Use the H:\ drive for information that is confidential or personal. For example: staff Performance Development and Career Planning (PDCPs).
- Always save documents in the appropriate folder—try not to have stray, unfiled documents.
- Use the appropriate naming conventions for documents.
- Regularly review the structure, re-file any stray documents and identify any records that can be deleted.
- Document your process and make sure new staff are shown what to do as part of your induction process.
- When creating a new folder consider the content of the documents and whether or not you actually need a new folder or do these records fit an already existing folder.
- When naming folders only use capitals if the name of the folder is an acronym.
- Agree on a process for ensuring they M:\ drive is maintained. Options include:
  - agreeing a time to tidy up the drive (e.g. during the summer);
  - delegating folder(s) to specific individuals to maintain.

Agree to:

- move any stray documents into a folder.
- set up new folders as required – for example where filed by year.
- delete material (including email) that has been filed "for information only" and is no longer required.

## Need help or advice?

- Contact the Information and Records Management team.

STAFF

[Learning and teaching](#)

[Research](#)

[Faculties and schools](#)

[Central services](#)

[Academic Office](#)

[Centre for Academic Development](#)

[Communications, Marketing and Engagement](#)

[Human Resources](#)

[Finance](#)

[ITS](#)

[Legal Services](#)

[Library](#)

[Planning and Management Information](#)

[Property Services](#)

[Information and Records Management](#)

[— Creating and managing records](#)

[— Archiving or disposing of records](#)

[— University Archive](#)

[Safety, Risk and Assurance](#)

[Student Academic Services](#)

[Student and Campus Living](#)

[Victoria International](#)

[Sustainability Office](#)

[Human Resources](#)

[Your university](#)

[Supporting students](#)

[News and events](#)

[Contacts and directories](#)

[myTools for staff](#)

## Archiving or disposing of records

It's important to know what to do with a record once it has reached its end of life.

To ensure we comply with our legal obligations before disposing of information, documents and records the "New Zealand Universities General Disposal Authority" sets out the minimum retention period and how to dispose of documents, records and information.

The GDA enables the University to identify when we can destroy records or when they should be transferred to Information and Records Management to be kept in perpetuity.

All our records are covered by the GDA except for:

- Teaching and learning materials
- Research materials
- Records of subsidiary companies where less than 50% is owned by the University

For electronic records create an 'Archive' folder where you transfer records of long term permanent value (i.e. to keep forever) to the University as defined by the GDA and Information and Records Management. (You may want to call it Z Archive so it is filed last).

The GDA identifies various records that the University needs to keep in perpetuity. These records, and others classified as archives by the University, should be given to Information and Records Management when no longer in active use.

You can request to view records stored in the University Archive (Alan MacDiarmid building) at any time.

### Vital records

Vital records are those records you'd need to get your unit or school back up and running if something happened to a critical staff member, office or campus. For example, teaching material or emergency management plans, staff contact details, teaching timetables etc.

### Deleting or destroying documents

These guidelines apply to all formats, for example: word documents, excel spreadsheets, database records, email and paper.

Identify trivial, duplicate, redundant, and outdated records (examples below). These can be deleted or destroyed without a records disposal form. Examples include:

- Personal documents—for example, emails from family and friends and photos.
- Anything that's a duplicate (e.g. documents sent to you for information only).
- Working papers or drafts—rough notes, or early discussions where no decision has been made.
- Minor everyday documents—for example, contact lists, meeting notices, appointments.
- Email newsletters, brochures and price lists from external sources.
- Blank forms, templates etc.
- Printed copies of information held and managed within electronic information management systems, like Banner, Alesco and Oracle.
- Memos, emails or reports received "for information only".

If in doubt, contact the Information and Records Management team for further advice.

### MOVING PAPER FILES?

If you're shifting paper files to offsite storage, contact us first for advice.

### DOWNLOADS

[pdf](#) General disposal authority (201.1 KB)

[doc](#) Record destruction form (83.7 KB)

[doc](#) Record disposal delegation form (82.0 KB)

### RELATED LINKS

[— Academic Office](#)

[— University Archive](#)

If in doubt, contact the Information and Records Management team for further advice.

## Records Destruction Form

If you are destroying an original record, you first need to complete the Record Destruction Form with descriptions of the records and a GDA reference and have it signed by an approved manager (delegated authority).

Once approved, either email a scanned copy of the completed form to [IRM@vuw.ac.nz](mailto:IRM@vuw.ac.nz) or forward to Information and Records Management team, Room 701, Rankine Brown.

You can then delete or destroy the material. When doing so, please make sure you consider the security of your records and destroy paper records appropriately.

## Offsite storage

Offsite storage is convenient - use remote storage for out of use items that the GDA has specified the University should retain for definite amounts of time.

Paper records can be sent to offsite storage in boxes marked with a destruction date and corresponding GDA reference.

When the destruction date arrives, the offsite storage provider will contact the depositor, who then needs to complete a Records Disposal Form. This is then signed and given to the Information Management team (either hard copy or electronic).

Once the disposal has been logged with Information and Records Management team, Online Security can destroy the records.

## Research material and other records not covered by the GDA

Research material, and the papers of academics are not covered by the GDA so are not assigned retention and disposal periods.

The exception to this is if the records constitute part of the record of the University – e.g. ground breaking research, research contracts etc. Contact the Information and Records Management team if you are unsure of the status of your information and records.



## STAFF

[Learning and teaching](#)

[Research](#)

[Faculties and schools](#)

[Central services](#)

[Academic Office](#)

[Centre for Academic Development](#)

[Communications, Marketing and Engagement](#)

[Human Resources](#)

[Finance](#)

[ITS](#)

[Legal Services](#)

[Library](#)

[Planning and Management Information](#)

[Property Services](#)

[Information and Records Management](#)

— [Creating and managing records](#)

— [Archiving or disposing of records](#)

— [University Archive](#)

[Safety, Risk and Assurance](#)

[Student Academic Services](#)

[Student and Campus Living](#)

[Victoria International](#)

[Sustainability Office](#)

[Human Resources](#)

[Your university](#)

[Supporting students](#)

[News and events](#)

[Contacts and directories](#)

[myTools for staff](#)

# University Archive

The Information and Records Management team manages the University Archive for the University.

The University Archive stores material that reflects the University history and holds records that the University needs to keep in perpetuity, as outlined in the GDA. These records should be given to Information and Record Management when no longer in active use.

There are also a few other records, not covered by the GDA, that the University has chosen to keep as part of the Archive—for example, examination papers, which are held back to the 1890s, and course outlines.

Some of these records are physically located in the JC Beaglehole Room, University Library.

Some of our treasures include:

- Victoria College and Victoria University of Wellington Council Minutes.
- Deed Declaring Trusts of a Gift to Found the Bowen Prize from Sir George Ferguson Bowen to The University of New Zealand 1873 (this prize is still offered at Victoria University of Wellington).
- Deed of Trust relating Sarah Anne Rhodes Trust relating the Bequest of Estate for the Education of Women 1920 (this scholarship is still offered at Victoria University of Wellington).
- Articles of Agreement 1899 between William Pember Reeves (agent for the University) and the Professor of Mathematics and Mathematical Physics, Richard Cockburn Maclaurin, Professor of English Language Hugh MacKenzie, Professor of Chemistry and Physical Sciences Thomas Hill Easterfield and Professor of Classics John Brown.
- Victoria College Fire Watching Register - including signed names of fire wardens when arriving on duty about 1942.
- 1915 letter to the Council regarding the services of Professor von Zeilitz signed by J Rankine Brown T Easterfield, H MacKenzie, C A Cotton, E Marsden, D Sommerville etc.
- Rolls of Students.
- Photo of staff and students of Wellington Teachers College from 1880 and 1924.
- WWI Roll of Honour.

## Access to records in the University Archive

Access to the archival records is restricted based on the content, and security, privacy and commercial considerations. For more information contact the Information and Record Management.

## Course outlines

The University Archive collects and holds both paper and electronic course outlines as a historical record of University courses.

## RELATED LINKS

— [JC Beaglehole Room](#)