

AGREEMENT / CONTRACT RECORD TYPE

Wanting to know how you should be storing your contracts and agreements? Read below to find out.

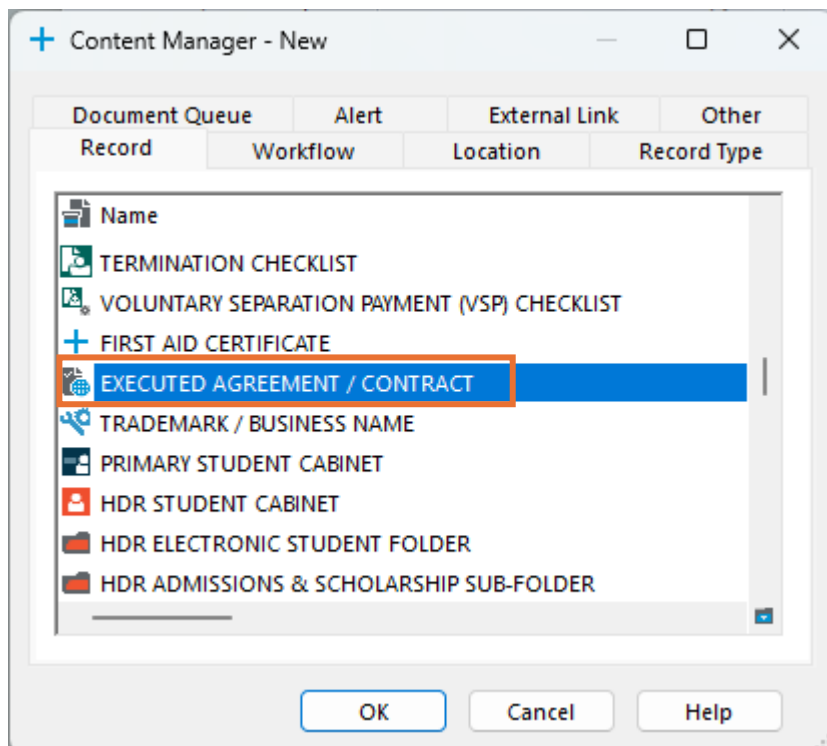
In a previous Tips & Tricks we discussed the importance of identifying contracts and agreements as high value records of the University and the requirement that these be captured in the University's approved records management system, TRIM. Click the following link to review what an agreement/contract is, and how long these must be retained for: <https://www.newcastle.edu.au/trim/pdf-document?docid=D17/165314>

Did you know we created an '**Executed Agreement / Contract**' record type specifically to manage contracts and related contract information?

This record type is designed to capture specific contract information/metadata which can be reported on and assist with the effective and timely management of all University contracts. Coupled with a TRIM workflow tool, you can streamline and monitor the review and approval process, identify bottle necks, store, protect, and easily find your contracts.

THE RECORD TYPE

When registering your electronic contract into TRIM you are prompted to first select a record type > Select **Executed Agreement / Contract** from the list of available record types and click **OK**:



NOTE: This record type should only be used for **finalised / executed agreements**

For *draft contracts* – Select **Electronic Document** and ensure **Draft Contract** is included in the title when registering.

NOTE: A Contract Folder should be created in TRIM for each specific contract, and this needs to be created prior to saving the Executed Agreement / Contract to TRIM. See below **Creating a Contract Folder** for more information.

Enter the specific details of the agreement/contract into the required fields on the metadata entry form, then click **OK**:

The screenshot shows a web form titled "New EXECUTED AGREEMENT / CONTRACT". The form is divided into several sections: "General Information", "International Details", and "Notes". The "General Information" section includes fields for "Agreement Title", "Parties to Agreement", "Country", "Institution 1", "External ID", "Agreement Type", "Agreement Sub Type", "Original Contract (For Variation)", "Parent Contract (eg head lease,)", "Programs", "UON Contact", "Delegated Signing Authority", "Agreement Start Date", "Agreement End Date", "Date of Final Signature", "Date For Review", "Contained in Agreement Folder", "Current Status of Agreement", and "Action Taken".

Callout boxes provide the following instructions:

- Enter the relevant parties**: Points to the "Parties to Agreement" field.
- Click the blue magnifying glass button to choose the appropriate agreement type**: Points to the "Agreement Type" field.
- Follow the title Naming Convention (see [How to title your records](#)) Contract – [Parties to Contract] - [Name of Contract] – [Date]**: Points to the "Agreement Title" field.
- Click the blue magnifying glass to select a Country**: Points to the "Country" field.
- The **Contained in Agreement Folder** will be automatically populated, assuming you have dragged and dropped the contract into the correct Agreement (Contract) Folder**: Points to the "Contained in Agreement Folder" field.
- Enter the UON Contact, Delegated Signing Authority, and date details in **all** fields.**: Points to the "UON Contact", "Delegated Signing Authority", "Agreement Start Date", "Agreement End Date", "Date of Final Signature", and "Date For Review" fields.

Buttons for "OK", "Cancel", and "Help" are located at the bottom of the form.

If required, the location of the physical record of the contract/agreement can also be noted on this form.

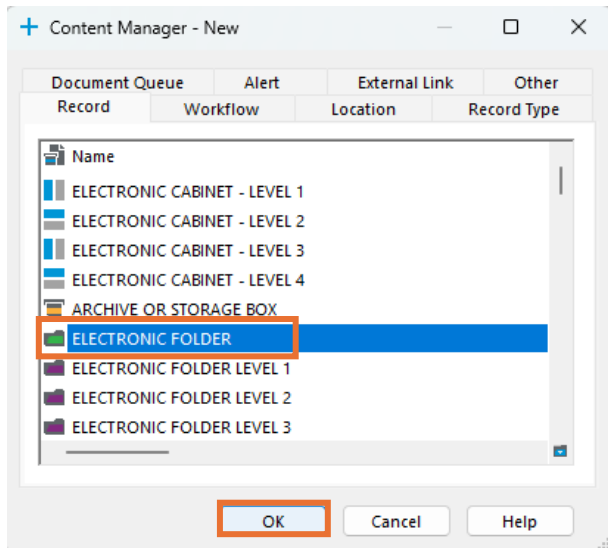
NOTE: Searching capabilities are available for each of these metadata fields. For more information on how to search on these fields, see the following link: <https://www.newcastle.edu.au/trim/pdf-document?docid=D17/165274> or contact Records Governance Services at records@newcastle.edu.au

CREATING A CONTRACT FOLDER

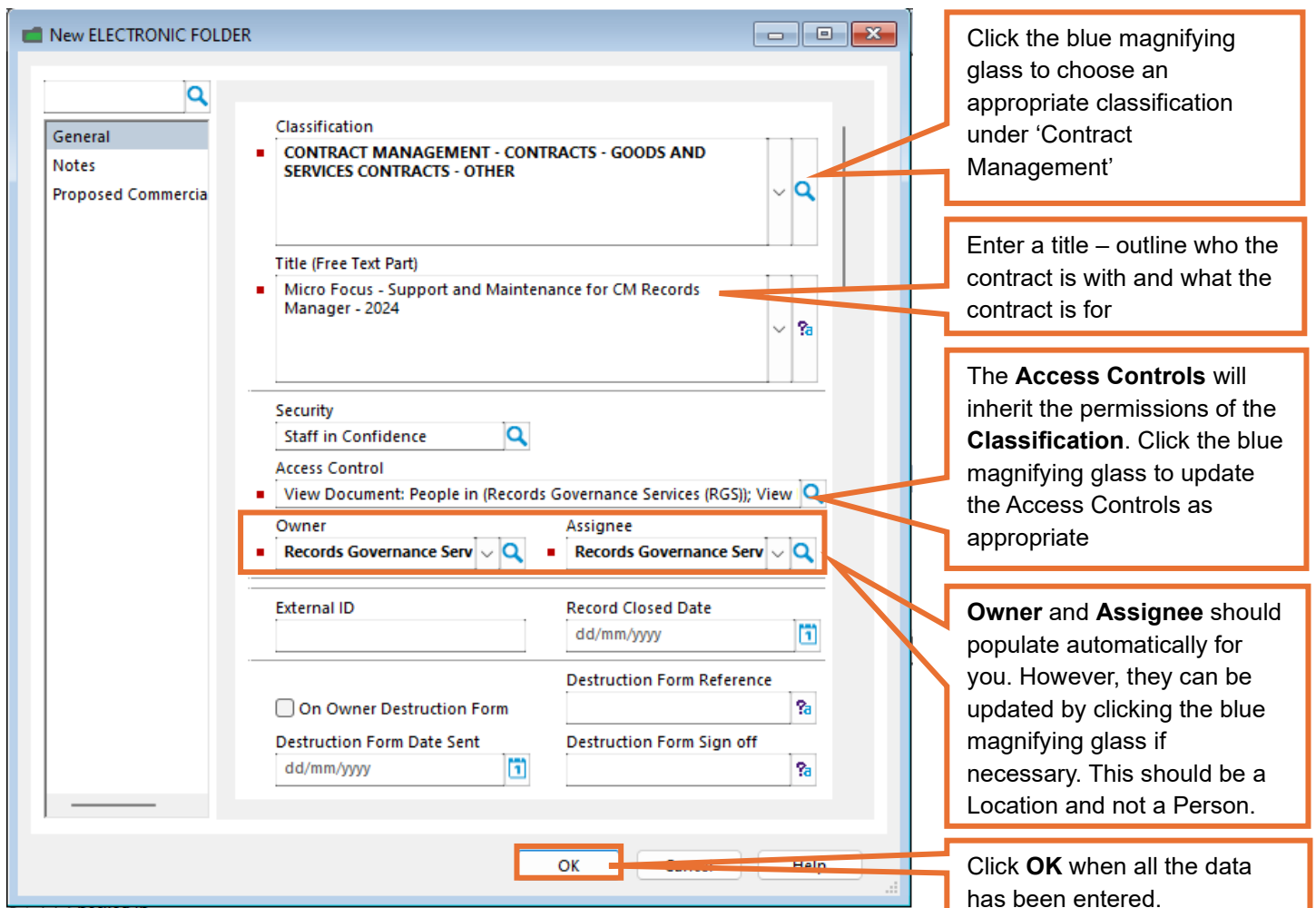
A new electronic folder should be created specifically for each contract.

NOTE: The following instructions are based on the premise that your team has already undertaken an initial structure setup conducted by the Records Governance Services Team and will assist you in your ongoing records management. If you are working in TRIM for the first time, please contact the Records team on records@newcastle.edu.au to assist with initial set up for Contracts Management.

1. Open TRIM > Select the **Home** tab > Click **New**
2. Select **Electronic Folder** from the list of available record types and click **OK**



3. Enter the required metadata > click **OK** when complete



Click the blue magnifying glass to choose an appropriate classification under 'Contract Management'

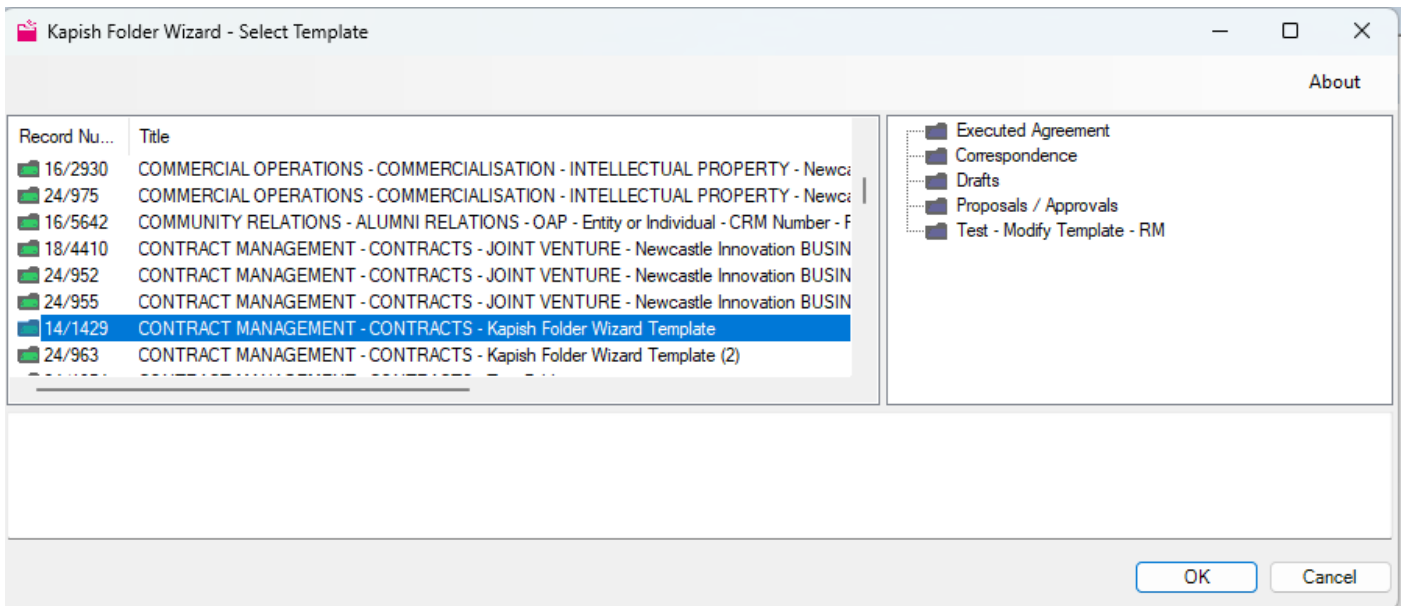
Enter a title – outline who the contract is with and what the contract is for

The **Access Controls** will inherit the permissions of the **Classification**. Click the blue magnifying glass to update the Access Controls as appropriate

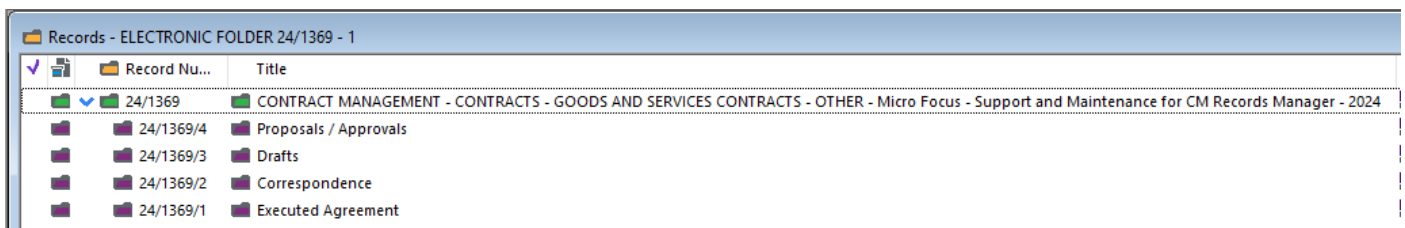
Owner and **Assignee** should populate automatically for you. However, they can be updated by clicking the blue magnifying glass if necessary. This should be a Location and not a Person.

Click **OK** when all the data has been entered.

If you have the **Kapish Folder Wizard** installed on your device, the **Kapish Folder Wizard – Select Template** window will appear. Select the **CONTRACT MANAGEMENT – CONTRACTS** template from the list and click **OK**.



This will automatically create a set of subfolders within your new electronic folder to effectively manage all documents and information relating to the contract.



NOTE: Kapish Folder Wizard will only initiate if the Kapish software is installed on your device.