# CORPORATE RECORDS QUICK GUIDE

**Cloud Migration Project**

As a result of the ITS Cloud Migration Project you may be asked to review your information currently stored on a share drive before migrating to the cloud. You may be tempted to delete information that is no longer current…*but did you know there are LAWS that require information to be retained for a minimum timeframe?* This quick reference guide will assist with determining those records that can be destroyed and those that must be retained (either migrated to the cloud or stored in TRIM – the University's approved recordkeeping system).

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| **PROCESS: REVIEWING AND CATEGORISING YOUR RECORDS** **(Before Migration)** | |
| *Step 1* | **Policy & Procedures** – Familiarise yourself with important Records and Information Management requirements: <br>• Records and Information Management [Policy] <br>• General Disposal [Authorities] <br>• Records Destruction [Process] <br>https://www.newcastle.edu.au/current-staff/our-organisation/governance/legislation-and-compliance/records-governance |
| *Step 2* | **Categorise Records** – Sort your records into three categories: <br>• Keep <br>• Store, or <br>• Dispose <br>Refer to page 2 for detailed information on these categories. |
| *Step 3* | **Destroy Records** – Arrange for all records categorised as 'dispose' to be destroyed. <br>**Note:** It is unlawful to delete records of the University without authorisation. Download a '[Request to Destroy Records]' form from the University website to seek authorisation. If records fall within 'NAP' (refer to page 2) and are no longer required for reference purposes these can be deleted at your own discretion. |
| *Step 4* | **Archive Records** – All records categorised as 'store' in step 2 are required to be archived. These records are generally classed as 'no longer active/current' records but have not yet met minimum retention period requirements. <br>Contact Records Governance Services on records@newcastle.edu.au or visit the RGS website for further information on accessing TRIM. |
| *Step 5* | **Migrate Records to SharePoint** – All other records can be migrated to the cloud. <br>**Note** – It is vital that personal, sensitive or highly restricted information is not stored in MS SharePoint. <br>Contact Records Governance Services to access a 'checklist' for migrating records from Share Drives to SharePoint. |

**Keep** - Records you wish to migrate to the cloud. Likely to be current or active records and/or provide relevant reference value.

**Note: It is vital that personal, sensitive or highly restricted information is not stored in MS SharePoint.**

The University's Information Security Data Classification and Handling Manual provides data security classifications and mechanisms required to protect University information based on these classifications. This classification manual will assist in selecting either SharePoint or HP Records Manager (TRIM) as the appropriate system to store your information.

**Store** - Records you may not want to migrate to the cloud as they are no longer current or active records; however, have not yet met their minimum legislated retention period. These records are not authorised to be destroyed and should be archived in TRIM (University's approved recordkeeping system).

To determine if your records fit in this category; our website has links to NSW State Archives and Records Disposal Authorities. These disposal authorities outline minimum retention requirements for all University records. https://www.newcastle.edu.au/current-staff/our-organisation/governance/legislation-and-compliance/records-governance/record-retention-and-disposal

Obtain access to TRIM by completing an access application form and returning to records@newcastle.edu.au

**Dispose** - Records that are both:

- no longer current or required as reference materials; AND
- have met their minimum retention period.

Records that fall within Normal Administrative Practice (NAP) can be disposed of immediately. These include facilitative and ephemeral records or records with no continuing value such as:

- Drafts of routine nature (exception draft policies and procedures)
- Working Papers (background notes/reference materials etc)
- Duplicates of records that have already been stored in TRIM or other authorised business system
- Facilitative records that are routine in nature
- Information material produced or published by external organisations (e.g. catalogues, brochures, flyers, reports etc)

For more detailed information on what can be destroyed under NAP go to: https://www.legislation.nsw.gov.au/#/view/regulation/2015/505/sch2

For all other records that do not fall under NAP but have met their minimum retention period – you must seek appropriate authorisation for disposal from the Information Owner and Records Governance Services. A 'Request to Destroy Records' form can be found on the University website: https://www.newcastle.edu.au/trim/records-management/trim-records-management-forms?RecordNumber=D15%2F32067

**This form must be approved by RGS prior to deletion of records.**

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