

Recordkeeping in Universities

Records Services & Archives at Victoria University

24 May 2022

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TEQSA No. PRV12152, Provider Category: Australian University

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Acknowledgement of Country – Melbourne



We acknowledge the Ancestors, Elders and families of the Kulin Nation who are the Traditional Owners of University land. We also acknowledge all Traditional Owners of Country throughout Victoria and pay our respect to their culture, and their Elders past, present and future.

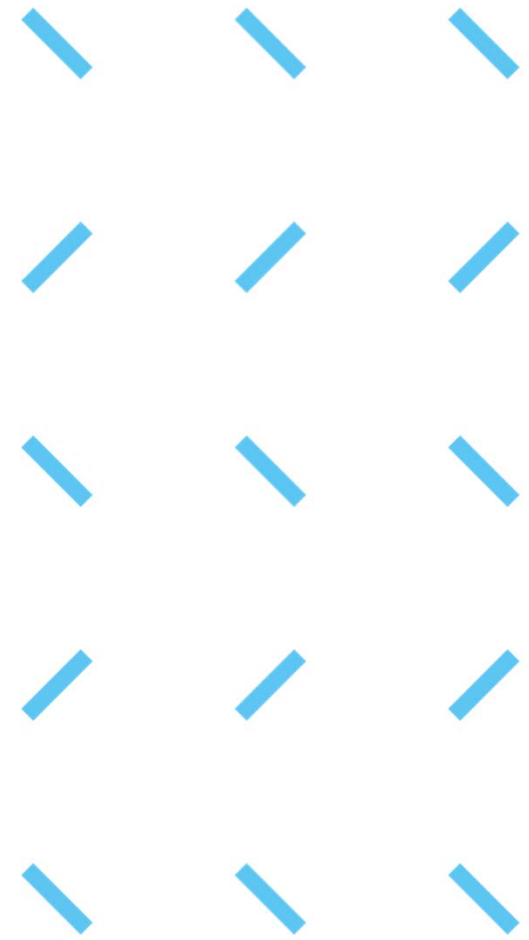
As we share our own knowledge practices within the University may we pay respect to the deep knowledge embedded within the Aboriginal community and their ownership of Country.

We acknowledge that the land on which we meet is a place of age old ceremonies of celebration, initiation and renewal and that the Kulin people's living culture has a unique role in the life of this region.

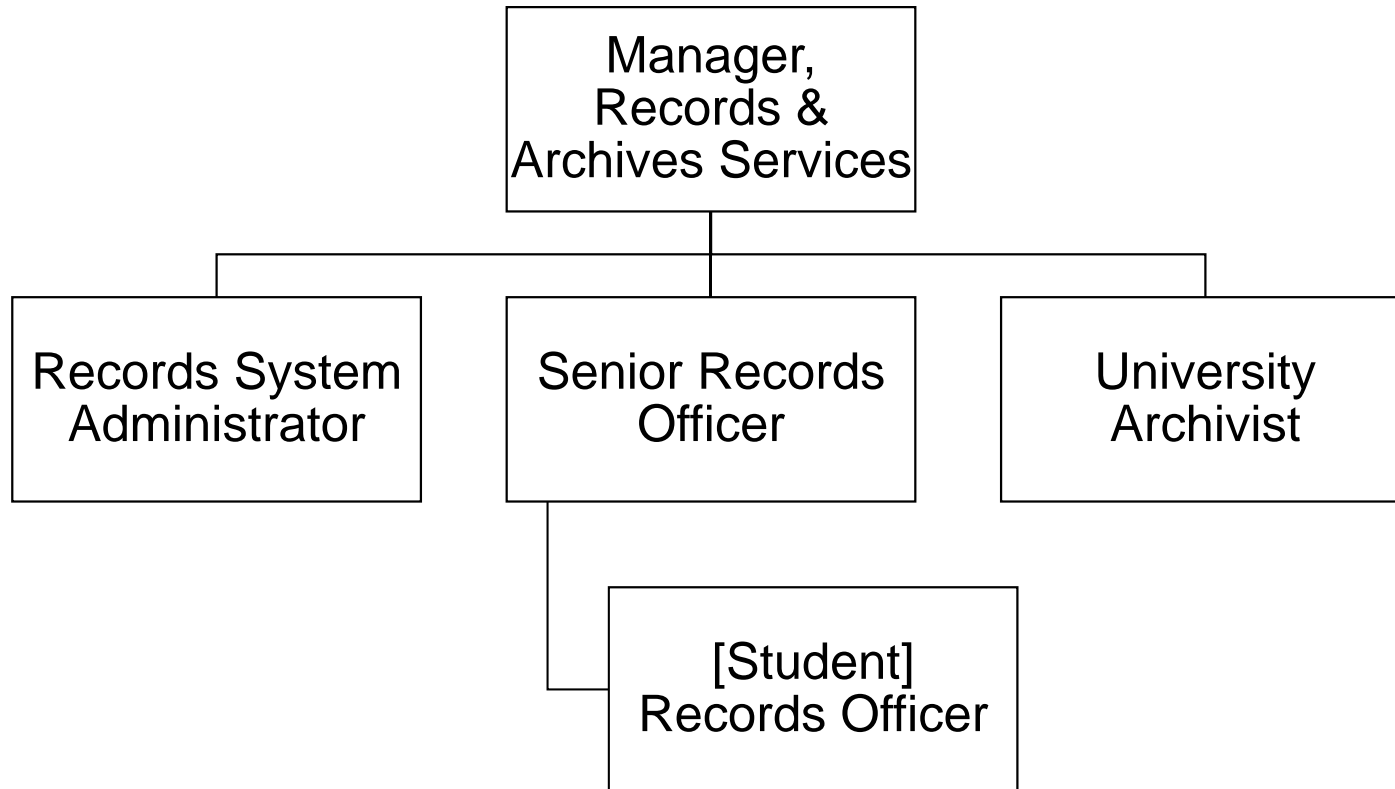
Records & Archives Services at Victoria University

Introduction

- ◆ Records & Archives Services Organisation Structure
- ◆ Role in the University
- ◆ University Recordkeeping in 2020 to 2022
 - ◆ EDRMS
 - ◆ University Archives
 - ◆ Business as Usual Recordkeeping - Student Records Services



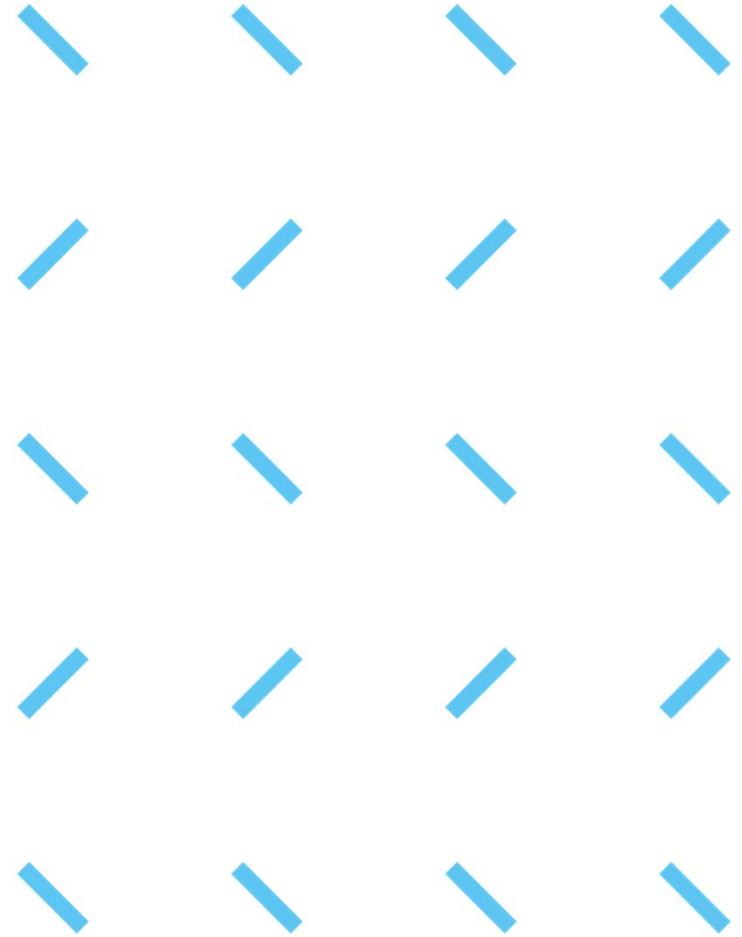
Records & Archives Services



Records & Archives Services at Victoria University

- Records and Archives Services now sits within the Students Portfolio and is managed by the Associate University Librarian, Learning Resources, Technology and Infrastructure.
- Manage retention and disposal of records according to PROS 16/07 Retention and Disposal Authority for Records of Higher and Further Education Functions.
- Victoria University is a dual sector institution comprising Victoria University and VU Polytechnic offering vocational education, including TAFE courses.
- Multiple campuses across Victoria, in Sydney and overseas. The Block Model of teaching one subject at a time over four weeks has enabled VU to move relatively easily to online teaching and courses have been largely uninterrupted by the pandemic.

University Recordkeeping 2020-2022

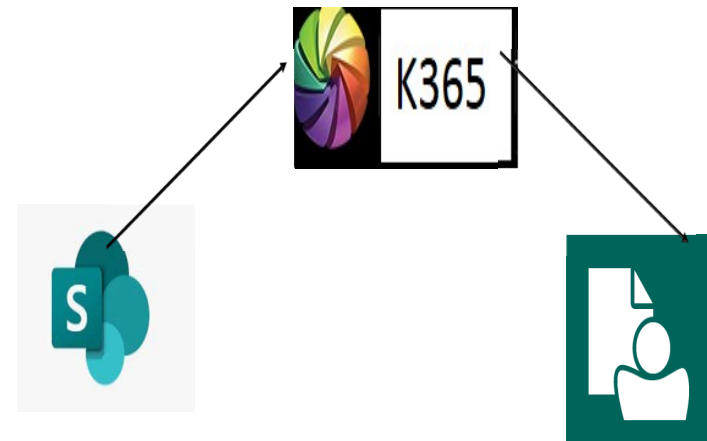


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Electronic Records Management System

VU's Records Services team successfully began and completed a project for the implementation of a new ERMS throughout 2020 to 2022

- ◆ K365 enables records within Document Libraries of SharePoint sites to be captured into the core ERMS system, Content Manager



University Archives



- ◆ Victoria University Archives were established - officially - 30 years ago in May 1992, enshrined in the Victorian Govt. enabling legislation for the Victoria University of Technology.
- ◆ The Archive holds records dating from all the University's predecessor institutions dating from the Footscray Technical School opened in 1915.
- ◆ They are an important resource that documents the history and development of secondary, technical and higher education in the State of Victoria.

Recordingkeeping & Archives – 2020 onwards

- Records & Archives Services have continued to respond to inquiries, provide advice and support departmental recordkeeping requirements.
- The transfer of temporary records to off- and on-site storage facilities.
- Our Records Officer has been on-site regularly throughout the last two years to manage Student Records.
- The Archives have responded to an increase in historical research and course inquiries from former students, academics and the public.
- Image: Footscray Technical School converted to a hospital to treat patients during 1919 Spanish Flu epidemic, supervised by the School's first Principal, Archibald Hoadley. This was the most-frequently requested item from the collection early in March 2020.



Thank you

Archives@vu.edu.au



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