

Purpose and Scope

This policy states the University principles for management of University's information.

This policy applies to all formats of Information created or received in the course of University activities.

This policy applies to

All staff, students, consultants, authorised contractors, and volunteers, engaged in Murdoch University activities.

See *Murdoch University Recordkeeping Plan & [Information Management Procedure](#)*

Policy

1. In this policy, the following words have the following meanings:
 - 1.1. "Information" means any records, data, documents, and files, including but not limited to data contained in databases or business systems, emails, social media posts, webpages, audio visual files, research data, plans, spreadsheets. In any form created, received, and maintained while undertaking Murdoch University's activities.
 - 1.2. "Record" means any record of information however recorded and includes:
 - 1.2.1. Anything on which there is writing or Braille;
 - 1.2.2. A map, plan, diagram or graph;
 - 1.2.3. A drawing, pictorial or graphic work, or photograph;
 - 1.2.4. Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
 - 1.2.5. Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
 - 1.2.6. Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.
 - 1.3. "University Archives" means the official collection of Murdoch's University records that have enduring administrative, legal, fiscal, cultural, and historical value, providing evidence and memory of the historical

development and functions of the University and community. This information is required to be retain permanently.

- 1.4. "Legacy System" A system that has been decommissioned.
2. A record should be full and accurate in order to provide a reliable and accurate account of decisions and actions.
3. Where there is a need for the protection of confidentiality or privacy, access may be restricted to positions, roles, or organisational units according to legislative and or business requirements and users are not permitted to provide access to university information to unauthorised persons or agencies.
4. Information is retained for the period as set out in General Disposal Authority (GDA) and Western Australia University Sector Disposal Authority (WAUSDA).
5. An Information Asset Register to identify critical and high value information holdings is maintained by University Secretary's Office.
6. Archives are maintained to store, preserve, and provide access to university archived information.
7. University's archives will be managed in accordance with the requirements as outlined by the WA State Records Commission and archival best practice standards.
8. Physical records that have been digitised will be destroyed after 6 months of being digitised subject to consideration of their historical value to Murdoch University and the State.
9. Access to the information in Legacy Systems will be maintained for the required retention period if the system is decommissioned.
10. University's information will be destroyed on completion of the Records Disposal Authorisation form with prior written authorisation of the Manager, Records Management and Archives.

Governance

Approval Authority	Senior Leadership Team
Owner	Vice Chancellor
Legislation mandating compliance	
Category	Primarily a function of management
Related University Legislation and Policy Documents	<i>State Records Act 2000 (WA)</i> <i>Murdoch University Act 1973</i> <i>State Records (Consequential Provisions) Act 2000 (WA)</i> <i>State Records Commission Standards and Principles</i> <i>Freedom of Information Act 1992 (WA)</i>

	<i>Electronic Transactions Act 2011 (WA)</i> <i>Public Sector Management Act 1994 (WA)</i> <i>Specification for Digitisation of State Records</i> <i>Murdoch University Recordkeeping Plan</i>
Date effective	12/08/2024
Review date	12/08/2027

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Administrative Amendment	04/09/2024	
Approved by SLT	12/08/2024	

Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.