

Information Management Procedure

Purpose and Scope

Provides the procedure and responsibilities for information management in all formats across the University.

This procedure applies to all staff, students, consultants, authorised contractors, and volunteers, engaged in Murdoch University activities.

Overarching Policy

Information Management Policy

Procedure

1. All staff, students, consultants, authorised contractors, and volunteers, engaged in Murdoch University activities are required to ensure that records are kept secure, made accessible, and disposed of in an appropriate and compliant manner.
2. University information must be maintained on designated University business systems to ensure security, accessibility, and compliance with retention policies.
Digitally created and received information is managed within appropriate records management systems supported by the University. Physical storage of documents should be limited to instances required by law or specific business processes.
3. Physical records designated for permanent retention shall be digitized according to the Digitisation of State Records guidelines to ensure their preservation and accessibility.
4. A comprehensive Records Disaster Recovery Plan is established to facilitate the recovery of both physical and digital information in the event of a disaster.

Responsibilities

Role	Responsibility
University Secretary	<ul style="list-style-type: none"> Overseeing the information management policy at the University
Records Management and Archives Office	<ul style="list-style-type: none"> Administering the recordkeeping systems. Developing, implementing, maintaining and disseminating policies, procedures, guidelines, Recordkeeping Plan, Records Disaster Recovery Plan and tools to assist staff to create, capture, control, secure, protect, make accessible and dispose of records. Ensuring the recordkeeping in Murdoch University complies with relevant legislative requirements and supports staff to undertake sound recordkeeping practices. Consulting with business units across the University to identify and collect information that are administratively and historically significant to the University and the wider community. Identifying, collecting, managing, preserving, and controlling of access to university archive collection. Maintaining relevant source documents relating to the history of the University. Promoting and raising awareness of identifying, preserving, and using of the information by the University and the wider community.
System Owners	<ul style="list-style-type: none"> Ensuring the reliability, continuing operation and full functionality of business systems that generate and capture information. Ensuring that disaster recovery plans are developed for these systems and adequate technical support provided.
Business Owners	<ul style="list-style-type: none"> Ensuring the processes and procedures in place to capture accurate information in business systems. Ensuring the information is classified accordingly. Handling the information and systems appropriately across their lifecycles. Ensuring information is retained according to the retention and disposal requirements. Ensuring that business continuity plans are developed for these systems.
All staff, students, consultants, authorised	<ul style="list-style-type: none"> Creating and storing full and accurate records of business transactions, decisions, and discussions to meet all business, administrative, financial, evidential, and historical requirements.

contractors, and volunteers

- Identifying potential future Archives at the point of creation and contacting the university's Manager Records and Archives close to the point of creation.
- Classifying Information as per the Information Classification Policy and labelling it with the relevant category at the point of creation then updating it at any point that the category changes.
- Managing university's information according to the Information Management Policy and Recordkeeping Plan.

Governance

Approval Authority	Senior Leadership Team
Owner	Vice Chancellor
Legislation mandating compliance	
Category	Primarily a function of management
Related University Legislation and Policy Documents	Information Management Policy
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	

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