TRIM User Forum
2013
Records & Archives
Management Services

Forum Program
• TRIM Web Access
• Open Forum
• Updates
• Restructures – What to Consider
• Archives Collection – Web Portal Demonstration
• Records Destruction Overview
• Question and Answer Session

Record Statistics - 2012
• Total Records Created 773,000
  • Student Documents 498,000
  • Other Documents 219,000
  • Files Created 43,000
  • Legal Documents 750
  • Archive Items 10,000

Record Statistics – Total Records
• Total Records 5,183,000
  • Student Documents 3,181,000
  • UWS Documents 1,324,000
  • Files 555,000
  • Legal Documents 6,000
  • Archive Items 66,000

(Stats generated 26 April 2013)

Compliance Update

State Records Act
• Retention Schedule for Personnel Records
• Compliance audit of systems
Reminders

- Bulk Email
- cc to trim@uws.edu.au
  - Do NOT place student email addresses in bcc field
  - Do not use for bulk mailouts
- Practicums
- Linking Public Folders in Outlook

TRIM Web Access Demo

TRIM Web Tool

- Guidelines on website
- Secure
- Can be accessed off-site
- Can be accessed with a Mac

Open Forum

Morning Tea

Updates
What cheeses us off?
Abandoned Records

The building in which this cabinet was found, was due for demolition within a couple of weeks.

RAMS staff were able to identify the creators of the records and passed the responsibility back to them.

...it wasn’t as easy with this lot. RAMS staff, and casuals employed to assist, had to identify the records, box and process them. Over 300 boxes of records were retrieved (many more destroyed immediately), and it took approx. 110 staff hours (+60 consultant hrs) to complete the task.

This was one of many full filing cabinets that had been left behind when the staff member/s either left or relocated.

Plan cabinets, boxes of graduation gowns, ‘archive’ boxes containing records – left in locked cages, but no record kept of what they were, where they were or who left them there......
We need YOU ...

RAMS Web

Archives Collection

What’s new in the Archives?
• 1896 Burdekin medal- H.R. Alexander
• All HAC student cards now searchable in TRIM
• Web accessibility to collection about to be launched
• Review of Moveable Heritage underway
• Preparing for UWS 25th Anniversary
• Preparing for 100th and 75th Anniversaries of outbreak of World War I and World War II

Archives projects
• Indexing of HAC student cards completed (6,902 cards)
• Digitisation of HAC Student Cards ongoing (1,478 available electronically)
• Indexing of Returned Servicemen training cards
• Scanning and registration of micro-fiched student records (1,242 so far)
• Listing of unidentified unit / subject outlines (9,901 registered and 8,466 available electronically)
Archives projects cont.

- Scanning of glass negatives, lantern slides and photos (4871 registered and 2663 available electronically)
- Scanning of Annual Reports, Calendars and Handbooks (HAC Annual Reports 1891-1962 available electronically)
- Video digitisation (94 registered and available electronically)
- Postcards

What UWS must capture

- Remember today's records are tomorrow's archives
- Unit / Subject outlines / Learning Guides (we especially need pre-2005 material)
- Course documents / information
- Exam masters
- Publications

UWS Open Archives

[http://openarchives.uws.edu.au](http://openarchives.uws.edu.au)

- Searchable
- Includes:
  - Photographs (c.1890 to present)
  - Film/Video (streamed in MP4 format)
  - Unit Outlines
  - Objects

Coming Soon

- Official Launch mid-2013
- More content to come:
  - Student cards (older than 70 years)
  - Other items from the Archives Collection
  - More photographs including magic lantern slides
  - Soldier Settlement retraining – Student Cards

Records Destruction
2013 Statistics

- Destroyed:
  - c. 1,800 boxes
  - c. 15,000 files
- Waste:
  - c. 2,000 plastic sleeves, folder and dividers
  - c. 600 bull-dog clips

Cost to UWS for Files

<table>
<thead>
<tr>
<th></th>
<th>Total (Per File)</th>
<th>Total (Per Box of 10 files)</th>
<th>Cost for 25,000 boxes*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1.59</td>
<td>$16.79</td>
<td>$419,722</td>
</tr>
</tbody>
</table>

RAMS total storage capacity is 25,000 boxes (including archival storage).

Go Paperless?

- Speed of retrieval
- Reduced cost of storage
- Reduced cost compared to printing & filing
- Better for the environment
- Search content (even scanned docs!)
- Do away with unreliable storage media

Environmental Figures

- Paper generally makes up to 70% of office waste with 10,000 A4 sheets used for every worker each year.
- Paper recycling rates vary substantially from country to country, e.g. Switzerland 85%, USA 51%, New Zealand 73% and Australia 8%.
- Every tonne of paper recycled saves almost 13 trees, 4,100 kilowatts of electricity and more than 30,000 litres (7,900 gallons) of water.
- Our planet is still losing at least 16.2 million hectares (40 million acres) of forests through logging and land clearing.

[Ref: www.greenbizcheck.com/fact-sheets/paperless-office-guide]

Water Use

<table>
<thead>
<tr>
<th>Product</th>
<th>Virtual water content (litres)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 glass of beer (250 ml)</td>
<td>75</td>
</tr>
<tr>
<td>1 glass of wine (125 ml)</td>
<td>120</td>
</tr>
<tr>
<td>1 glass of milk (200 ml)</td>
<td>200</td>
</tr>
<tr>
<td>1 cup of coffee (150 ml)</td>
<td>185</td>
</tr>
<tr>
<td>1 slice of bread (30 g)</td>
<td>91</td>
</tr>
<tr>
<td>1 apple (100 g)</td>
<td>70</td>
</tr>
<tr>
<td>1 hamburger (150 g)</td>
<td>2,400</td>
</tr>
<tr>
<td>1 ream of A4 paper (80 g/m²)</td>
<td>5,000</td>
</tr>
</tbody>
</table>

Pros cont ...

- Re-usable content
- Disaster Recovery – vital records protection
- Greater contextual information (e.g., email metadata)
- 99.97% of our records start off as electronic!
- Audit trail

Cons (?)

- Is it legal?
- Can I grab a file and take it to a meeting?
- How do I securely destroy paper after scanning?
- It takes more time?
- Isn’t it a myth?
- What if the document has a signature?

Reconstructing Shredded Paper

Tasmania’s Deputy Premier Steve Kons has resigned from the front bench this morning after a shredded documents revealed he misled parliament.

[Source: The Australian – April 2008]

Myths

- One cannot stress too much that filing records, although boring, is of the greatest importance.

[Source: The Royal Australian College of General Practitioners]

Tips

- For larger projects consider having two files – one for supporting documents and one for key documents
- Titling conventions:
  - Keep it short and succinct
  - Use terms that your staff are familiar with
- Link Outlook folders to TRIM files
Tips - Terminology

• If I was searching for this document what terms would I search on?
• Check if your title makes sense from someone else’s perspective
• Titles are not set in stone – if you don’t like it change it

GE Money

• Customers of finance company GE Money have told 7News they are considering legal action, after their personal and financial details were found on paperwork left scattered in a South Australian car park.
• Loan documents for over 100 clients were found flying around the Elizabeth car park of a branch for the finance company.
• A redundancy letter, and used deposit books were also found.

[Source: Yahoo7 – May 2012]

NSW Privacy Commissioner investigates University of Sydney data breach

NSW acting privacy commissioner John McAttee today said that his office was “examining” a data breach through which the detailed records of thousands of University of Sydney students past and present were leaked.

The records were being stored online where they could be downloaded easily and read via an internet connection.


What of the future?

• Jedi Archivist: “I hate to say it, but it looks like the system you’re searching for doesn’t exist.”
• Obi Wan: "That’s impossible - perhaps the Archives are incomplete.”
• Jedi Archivist: “The Archives are comprehensive and totally secure, my young Jedi ... One thing you may be absolutely sure of: If an item does not appear in our records, it does not exist.”

[Robert A. Salvatore, Star wars. Episode II. Attack of the clones, based on the story by George Lucas and the screenplay by George Lucas and Jonathan Hales (Ballantine books, New York 2002) 155-160]

Personal Records

• What does this mean for my personal records?

Our Goal

Rather than PAPERLESS
let’s aim for LESS PAPER!
Questions?