

MANAGING ROUTINE BUSINESS INFORMATION IN THE OFFICE



“It is essential that public offices prioritise their information management resources, destroy low value information, and focus their efforts on information which is of high value. Retention and ongoing management of low value records such as routine financial information, administrative records and duplicates for longer than is required is costly and inefficient.”

State of Government Recordkeeping 2008 – Annual Report.

ROUTINE FINANCIAL INFORMATION

- The Financial Services Division (FSD) is responsible for collecting the official financial record of the University. FSD use various electronic systems for this purpose. Most routine financial activities undertaken in offices are processed and captured in Finance One.
- Routine financial information not captured in Finance One or that is unique to your office must be kept longer. This is generally 7 years.
- Dispose of routine or duplicated information when it is no longer administratively needed. This is best done on an annual basis.
- When disposing of information it is the responsibility of each office to do so in accordance with the University's Records Destruction Guidelines:

<https://www.otago.ac.nz/administration/policies/otago084577.html>

- If you are at all unsure about what type of financial information you should be keeping, or what you can legally dispose of, please contact Corporate Records Services for advice.

STAFF FILES

- The Human Resources Division is responsible for managing the official personnel/staff record for all University staff.
- Personnel files created for 'in-office' reference will most likely duplicate the official file and should be destroyed when staff leave or when no longer administratively needed.
- If you think information in an 'in-office' personnel file may be of long term value, please contact HR Services for advice.

EMAILS

- Business email including attachments are public records and must be managed on the same basis as any other public record.
- Business email must be available if required for legal proceedings and/or Official Information requests.
- The originator is responsible for retaining email when created internally.
- The recipient is responsible for retaining email received from an external source

ADMINISTRATIVE RECORDS

Offices should routinely destroy low-level administrative records. Examples of low-level administrative records are:

1. Multiple copies of reference and information-only material and publications especially those produced by external sources.
2. Advertising material from external sources
3. Drafts and working papers of a minor nature.
4. Superseded information
5. Routine housekeeping information, eg: copies of minutes, meeting and travel arrangements, circulated notices, room bookings, venue and catering arrangements, low-level correspondence.

STUDENT RECORDS

The University business system for managing student information is E-vision, however not all student information is captured in E-vision. Therefore, all offices have a responsibility to ensure that complete and accurate records of student interactions are kept and maintained in an appropriate manner, and disposed of in accordance with the actions set out in the University Disposal Authority DA. Examples include:

1. Records documenting decisions involving issues, interactions with and advice given to students
2. Internal assessment and mark books
3. Some forms of course advice, if not captured in E-vision
4. Some types of programme variations that are not required to be authorised at corporate level.

CONTACTS

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www.otago.ac.nz/records