

# ROLE DESCRIPTION FOR DEPARTMENTAL RECORDS OFFICER

## PRIME FUNCTION

*To foster positive records management practices in the department and to be the departmental contact on records management matters.*

## KEY TASKS

### FOSTERING BEST PRACTICE

- Monitor departmental compliance with the University of Otago Records Management Policy.
- Ensure there is understanding within the department of the NZ Universities General Disposal Authority (GDA).
- Use knowledge of departmental processes and systems to advise Corporate Records Services staff on the recordkeeping assistance needed within the department.
- Assist in the promotion and general awareness of good records management practices within the department.

### DOCUMENTATION

- Assist Corporate Records Services staff in developing tailored information for the department, such as identifying the key documents that need to be kept, and those that can be safely disposed of.
- Provide appropriate documentation for departmental records that have been destroyed for the purposes of internal and external auditing as required.

### RECORDS TRANSFER

- Facilitate the transfer of records of value within the department to Corporate Records Services or the Hocken Library as appropriate.

### RECORDS DISPOSAL

- Facilitate the authorised destruction of records of low value within the department.

### LIAISON

- Act as the departmental contact on records management issues and liaise with Corporate Records Services and Hocken Library staff as required.

### NETWORKS

- Engage regularly with other Departmental Records Officers within the Division.
- Represent the department at any Records Officer Network meetings and training sessions.
- Facilitate cooperation from all staff with records management through a suitable forum, such as the departmental meeting.

### EXPECTED OUTCOMES

- Staff are informed about records management.
- Records management problems in the department have been identified and action taken to resolve them.
- The department complies with the University Records Management Policy and related guidelines.