



CQUniversity Annual Report 2012 Additional Published Information

Information systems and recordkeeping

The University's compliance with the *Public Records Act 2002, Information Standard 40: Recordkeeping and Information Standard 31: Retention and Disposal of Public Records* is at varying levels across the institution. Progress made during 2012 towards full compliance included a major upgrade of the University's electronic document and record management system (EDRMS) and a significant student records migration project which saw more than 850 000 student records moved from a standalone system into the University's EDRMS. The University moved from a business classification scheme to a subject classification scheme to make improve the classification process for users, introduced monthly records training sessions for staff, raised staff awareness about the requirements for records disposal and began preliminary investigations into the establishment of a dedicated records storage facility on the Rockhampton campus. Access to the EDRMS was rolled out to a further four areas of the University, which included 250 new users as part of the student records migration project.