# Managing web content as a University record.

Records management requirements for web content will depend on the content, purpose and function of the pages or site. The following table provides examples of how web content may need to be managed as a University record.

This guide provides supporting information for the Records Management Policy and Records Management Procedure.

| Web content type | Examples | Records management considerations |
|---|---|---|
| **Content that duplicates or summarises other information sources.** | The Academic Senate page summarises and disseminates information about Academic Senate but does not include original records – all information is captured in other University records. | Duplicate information, may be destroyed under NAP. |
| **Content that promotes or markets University's services, products, programs or events** | The Current Students Support services page promotes various specialised services. | Possible retention authorities:<br><br>- GA28 2.14.0 (Community Relations – Marketing)<br>- GA47 5.2.0 (Student support services)<br><br>Consider whether the CMS capture is sufficient to manage the content, or whether a copy (html or pdf) should be made and stored elsewhere with sufficient metadata.<br><br>Destruction to be completed in accordance with the Records Management Procedure. |

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| **Content subject to obligations under legislation or a policy** | The Admissions Procedure requires that English language requirements be published on approval of the International Partnerships Committee (IPC), and the National Code under the ESOS Act requires that the information is not false or misleading and is consistent with Australian Consumer Law. | Although the IPC minutes will show the approval, consider whether, for business, reporting or risk management purposes, a record should be kept of what information was made available on the website and when.<br><br>Consider whether the CMS capture is sufficient to manage the content, or whether a copy (html or pdf) should be made and stored elsewhere with sufficient metadata.<br><br>Destruction to be completed in accordance with the Records Management Procedure. |
| **Web forms** | | Retain in accordance with GA28 17.15.04. That is, until superseded, unless the content of the form is significant for accountability and evidential purposes such as where the form documents applicable terms, conditions, disclaimers, etc., not otherwise documented. |