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|  | **Records and Information Asset Management Plan** | | | | | | | | | | | | |
| Organisational unit: | | |  | | |  | | | | **Date updated:** | |  | |
|  |  | | | | | | | | | | | | |
| Record description | | **Location or system** | | **HRHV\*** | **Security classification\*\*** | | **Security & access** | **Retention schedules**  **(if known) ^** | **Disposal process^** | | **Notes or comments** | |
| Examples: | |  | |  |  | |  |  |  | |  | |
| *Contracts, agreements and MOUs* | | *Unirecords* | | *Yes* | *confidential, private* | | *Executive office only* | *Varies* | *Managed by Policy and Records unit processes* | | *Final, signed contracts captured in Unirecords as a contract. Supporting emails, records, discussion captured in associated Unirecord folder.* | |
| *Committee records (non-governance committee)* | | *S drive* | | *No* | *confidential, private* | | *Executive office only* | *5 years* | *Disposal request required* | | *Official records of agendas and minutes for committees chaired by the org unit.* | |
| *Committee records (non-governance committee)* | | *S drive* | | *No* | *confidential, private* | | *Executive office only* | *NAP* | *Destroy under NAP when no longer required.* | | *Copies of agendas and minutes for committee chaired by another org unit.* | |
| *WHS inspections* | | *S drive* | | *No* | *Internal* | | *Entire unit* | *7 years* | *NA, retained for business purposes* | |  | |
| *Local instructions, operating procedures* | | *Confluence* | | *No* | *Internal* | | *Entire unit* | *Varies* | *Disposal request required* | |  | |
| *Student’s completed exams, assignments, reports, etc.* | | *EASTS, Turnitin, S Drive, XX office (paper exams)* | | *No* | *confidential, private* | | *Teaching academic/HOS only* | *12 months* | *Pre-approval in place, destroy after 12 months, note disposal in XX spreadsheet.* | |  | |
| *Staff timesheets* | | *S drive* | | *No* | *confidential, private* | | *Supervisors only* | *7 years* | *Disposal request required* | |  | |
| *Staff training and development* | | *Confluence* | | *No* | *Internal* | | *Entire unit* | *2 years* | *Pre-approval in place, destroy after 2 years, note disposal in XX spreadsheet.* | |  | |
| *Record disposals* | | *Unirecords* | | *No* | *Internal* | | *Entire unit* | *20 years* | *Disposal request required* | |  | |
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\* See the [Records Management Policy](https://policy.csu.edu.au/document/view-current.php?id=165) for the criterial for identifying high risk high value (HRHV) records. These records must be captured on the information asset register maintained by the Office of Governance and Corporate Affairs and must be included in business continuity plans for critical processes to identify risks to the records and processes for monitoring and managing those risks.

\*\* See the [Data Security Classification Scheme](https://policy.csu.edu.au/download.php?id=530&version=6&associated)

^ Contact [records@csu.edu.au](mailto:records@csu.edu.au) for assistance.