

Managing University records while working from home

Summary

Whether working on campus or from home, behaviour around managing university records is underpinned by the Records Management Policy and driven by the Records Management Procedure. If in doubt, please refer to these two documents which are available in the policy library and accessible via the links below.

[Records Management Policy](#) (the Policy)

[Records Management Procedure](#) (the Procedure)

Further specific guidance regarding printing in the working from home environment, document storage in the working from home environment and disposal behaviours in the working from home environment is provided below.

Printing

It is recommended that university documents are only printed where absolutely necessary to minimise the need for secure home storage and disposal of printed University records. If the document you are printing can be created, edited, maintained and shared as a digital document then there is no need to print it.

Retention and storage

The University does not expect staff to have a safe or lockable, secure box to house records when working from home. However it is expected that any university physical records in the home environment are stored in a safe, purpose built container (e.g. archive box) and placed in an area of your home away from other areas of general living.

Records should be returned to campus as soon as is practicable and either returned to their local area active records storage location on campus. If records are no longer active but required to be retained within Public Records of Victoria guidelines, return to the University mailroom with a consignment note for archiving of records/disposal in line with the Policy and Procedure.

It is recommended that only records that are required for active reference during the period of working from home are retained in the home environment. All other records should be returned to an appropriate university records storage location as soon as practicable.

Again, if in doubt, refer to the Policy and Procedure, keep paper record creation to an absolute minimum and continue to follow storage and disposal protocols and outlined above.

Disposal

University documents/records are not to be disposed of/destroyed in the home working environment, regardless if you have a shredder on the premises or if they are secondary copies or primary records.

Secondary copies should be stored using the above protocols until such time as they can be returned to campus and placed in the confidential waste bins

Primary records are to follow the same disposal protocols in line with page 5 of the Procedure:

'Hard copy records no longer required for normal business activities must be appraised by Central Records and Mailroom Services who will determine if they are to be transferred to offsite storage, PROV, or if they can be disposed of under a relevant RDA or NAP.'

'Hard copy records no longer required for daily business activity that have not met the requirements for disposal should be transferred to the University's offsite storage facility via Central Records and Mailroom Services.'

Thank you for your cooperation

Central Records