The University of Sydney

University Recordkeeping Policy

Approved By: Vice-Chancellor on 15 January 2000
Date of Effect: 16 January 2000
Contact: Manager, Archives and Records Management Services

The University is committed to making and keeping full and accurate records of the business transactions of the institution and its official activities. To enable this to occur, the University will maintain a recordkeeping program in conformity with standards and codes of best practice and with legislative requirements.

This Policy is intended to apply to all University records, regardless of format or media. There will be a consistent and coherent regime of management processes from the time of the creation of records (and before creation, in the design of recordkeeping systems), through to the preservation and use of records as archives. The University recognises that the creation of adequate evidence of business activity is essential, both to support efficient business operations and to ensure accountability.

The University expects all staff to comply with its recordkeeping policies, procedures and guidelines and will provide training and support to ensure this compliance.

Scope of the policy

University records include student files, staff files, correspondence and email on University business, administrative files, financial records and minutes of meetings of University committees or boards.

The policy will apply to the entire University. Colleges, Faculties, departments, schools, most centres and research institutes, administrative divisions and units will manage the records they are responsible for in accordance with the policy.

While the University may have records from and about bodies established to serve the interests of students, the operational records of those bodies are not University records. Such bodies include:

- Child care centres
- Conservatorium Students Association
- Cumberland Student Guild
- Sydney College of the Arts Students Association
- Students' Representative Council
- Sydney University Postgraduate Representative Association
- Sydney University Sports Union
- Sydney University Women's Sports Association
- The residential colleges (with the exception of International House)
- The Student Association Inc. (Orange)
- The Students' Representative Council
- The University of Sydney Union