

A RECORD KEEPING SYSTEM

A record keeping system is an information system which captures, manages and provides access to an organisation's records over time. All official records, regardless of format must be captured into identifiable record keeping systems within the University. In its broadest sense, a record keeping system includes:

- the personnel managing and using the system
- policies, guidelines, procedures, manual, and practices
- the records
- the systems used to control the records
- software, hardware and other equipment and stationery

Official records are not only maintained within a dedicated record keeping system, such as the University's corporate record keeping system, Records Manager. Records are also contained within other secondary record keeping systems, electronic and manual, throughout the University; for example business systems, databases and paper-based record keeping systems.

As these systems have a record keeping function, they must also be managed to meet the record keeping business requirements of the University. The Records Management (RM) policy and the Retention and Disposal Schedules apply equally to these systems; and they may not be deleted or decommissioned without the same forms of authorisation. Data held within secondary systems and identified as University records must be maintained for their retention period, or be migrated to successor systems.

HP Records Manager (HPRM)

The Records Management office facilitates the management of University's records with the assistance of the electronic record keeping system, HP Records Manager. HPRM provides the University with a powerful records management tool with electronic document management capabilities. HPRM is accredited to support the development of best practice records management systems and is used internationally by many universities, government agencies and private companies, and in Fiji by government departments, including FRCA and the Reserve Bank.

Business Information Systems (BIS)

A business information system is an application which helps manage the flow of current data and processes. An example within the University is Banner; an integrated system for managing student, staff and financial data. Typically, business information systems concentrate on currency; their content is continually updated to reflect new information. However, a BIS may also have record keeping functions – Banner users need to know not only what courses a student is currently enrolled in, but what they passed last year. Financial systems record and report on past transactions. When business information systems are consulted as evidence, they are fulfilling a record keeping function.

Characteristics of a Record Keeping System

A record keeping system must be capable of capturing, maintaining and providing evidence of business activities over time to satisfy the unit's operational needs, and its accountability and regulatory requirements. It should be:

Reliable

All record keeping systems must be capable of regular and continuous operation and should: -

- routinely capture all records within the scope of the business activities it covers.
- organise the records in a way that reflects the business processes of the record's creator.
- protect the records from unauthorised alteration or disposal.
- routinely function as the primary source of information about actions documented in the records.
- provide ready access to all relevant records and related metadata.

Of Demonstrable Integrity

Control measures should be implemented for access monitoring, user verification, authorised destruction and security. They may reside within a record keeping system or be external to the system.

Compliant

Record keeping systems should be managed in compliance with business requirements and regulatory requirements.

Comprehensive

Record keeping systems should manage records resulting from the complete range of business activities for the faculty or business centre in which they operate.

Systematic

All official records should be systematically captured and maintained in the record keeping system. Employees who need to access the records for business purposes should be made aware of the system and appropriately trained in its use.

The USP Records Management policy outlines the responsibilities and accountabilities for record keeping and can be viewed at www.usp.ac.fj/records

For further information or for advice please do not hesitate to contact the Records Management office.