

Key Result Area	Action/Project Description	Targets/KPI's	Link to University Priority	Accountability	Timeline
Enhancing Service Culture	<p>Improve quality of and access to historical student records and data</p> <ul style="list-style-type: none"> • increase accessibility of graduations data • Advise on residue hard copy and microfilmed student files 	<ul style="list-style-type: none"> • Graduations data available • Appropriate strategies in place to deal with high risk legacy student files 	Information Management	R&AS (JG, LM), Student Services	31-December-2007
Enhancing Service Culture	Review website architecture and content	<ul style="list-style-type: none"> • Revised architecture improves usability • Content plan produced and implementation commenced 	Staff Experience	R&AS (LM)	31-December-2007
Enhancing Service Culture	Commence building electronic University Archives	Assessment of how TRIM can be used for electronic archives completed Prototype or test ingest of digital archives undertaken	Information Management	R&AS (JG)	31-December-2007
Enhancing Service Culture	Promote University Archives	initial preparations for 50th anniversary	Information Management	R&AS, external consultants	ongoing
Facilitating an Information Culture	<p>Electronic records management system project phase 2. Implement electronic records functionality for existing clients and priority users. Functionality will support</p> <ul style="list-style-type: none"> • creation of electronic files • capture/filing of electronic documents into secure corporate repository • integration with other software including email and office applications 	Implementation of Phase 2 according to Project Charter	Information Management	R&AS, ITS. (Project Team)	31-December-2007

2007 Group Action Plan

Records and Archives Services

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Facilitating an Information Culture	Plan Phase 3 of electronic records management system project (planned roll out to new clients)	Plan and budget bid for phase 3 submitted	Information Management	R&AS (KD, JB)	in accordance with university budget cycle
Facilitating an Information Culture	Provide information, skills training and education in recordkeeping	<ul style="list-style-type: none"> • Training plan produced and implemented • participation in IM Forum • Production of IM resources 	Information Management	R&AS (JP, AC)	31-December-2007
Facilitating an Information Culture	Liaison with proposed data curation centre and provision of support for e-research recordkeeping and archives	Archival principles, skills and policy incorporated in work of data curation centre and/or support for e-research repositories	Information Management	R&AS (KD)	ongoing
Optimising People Potential	Review records management office tasks, services, and structure	Consultative review undertaken and changes being implemented	Staff Experience	R&AS (JB)	31-December-2007