



*He Wharekura-tini
Kaihautu o Aotearoa*

The
Open
Polytechnic
of New Zealand

The Public Records Bill & tertiary institutions

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September 2004

Profile

New Zealand's only specialist provider of open and distance learning at tertiary level.

- 30,000 learners
- 500 staff, plus 300 Adjunct Faculty
- 1500 courses from Level 1 (comparable to Year 11)
- Level 7 (degree level)

Vision/Nga Wawata

New Zealand's first choice for vocational lifelong learning from foundation to degree level.

History

- Quality management system – evidence of operation of quality system
- Divided responsibilities – QMS, Librarian, line managers
- “We teach it, but do we practise it?”

Comparative advantages

- The beginning of the end, or the end of the beginning?
- Where we are vs. where we have to be in 5 years

RM history

- 1998 first policy and retention & disposal schedule
- 2001 consultants > current policy and file classification
- 2003 contract Records Manager – new retention & disposal schedule
- 2004 permanent Records Manager

Sell RM to management

- Return on investment (evidence-based decision-making; intellectual property)
- Accountability (we know what we did and why)
- Risk management (today's fear is not tomorrow's reality)
- Compliance (it's the law)

- Organisations will perform that level of RM necessary to meet the need of their business
- If the nature of the business demands good RM, the organisation responds with good RM

It's the law

- Education Act – records of students' academic progress and fees and loans
- Privacy Act
- ...and public records legislation

Know your A - B - C

- A – Know what to keep
- B – know what not to keep
- C – Know the difference between A and B

(make – keep – dispose)

Media neutral

- Manage and retain by value, not by format
- An obligation to retain or dispose of information does not change because it is paper or digital

Manage from creation to disposal

- Capture
- Index (having it, but not being able to find it, is like not having it all)
- Store and protect (backup alone is not retention)
- Access (retention is useless without accessibility)
- Disposal (everything cannot be retained forever)



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