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1. Melbourne Policy Presentation – Records Management

How much do you know about your responsibilities for records management? As we transition to a new organisational structure through the BIP, it is critical that staff are aware of the responsibilities we all share for maintaining accurate records of University business and how to manage these records through change. As part of Information Awareness Month in May, the University Secretary’s Department will be hosting a presentation on records management. The presentation will provide an overview of relevant laws, policies and procedures, as well as information on storage, retention, disposal, records management systems and where to get help. All staff are welcome to attend. Download the information poster.

When: Thu 15 May, 2-3pm
Where: Dulcie Hollyock Room, Baillieu Library (ground floor)
Presenter: Adelaide Parr
Records Analyst, University Secretary’s Department

2. Draft Policy and Procedure Consultation

The documents listed below are available on the Draft Policy Consultation Notice Board. Interested parties are invited to review the drafts and provide feedback as indicated. Please note that provision of feedback is optional.

Engaging with the community

Please send any feedback on the following draft document to Kate Deverall by 30 May 2014:
- DRAFT Aboriginal and Torres Strait Islander Cultural Heritage Policy (new)

Please send any feedback on the following draft documents to Tamara Jimenez by 30 May 2014:
- DRAFT Human Remains Policy (updated)
- DRAFT Acceptance and Deaccessioning of Human Remains Procedure (new)
- DRAFT Acceptance and Deaccessioning of Human Remains Procedure - Schedule A (new)
- DRAFT Acceptance and Deaccessioning of Human Remains Procedure - Schedule B (new)

Drafts of new policies/procedures under development, existing policies/procedures under review and other documents under consultation can be made available on the Draft Policy Consultation Notice Board to support consultation. Contact Tamara Jimenez to arrange publication on this page.

3. Recently Published Policies and Procedures

The following policies/procedures have recently been published in the Melbourne Policy Library:

- Delegations Policy, including Schedule A – Financial Delegations (updated)
- Financial Delegations Procedure (updated)
- Graduate Research Candidature Policy (new)
- Graduate Research Candidature Procedure (new)
- Matching Philanthropic Income Policy (new)
- Special Consideration Procedure (updated)
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