



# UNIDOC PROJECT UPDATE

**June 2013**

## Project update

UniDoc phase two is now titled Documents and Records Rollout. The Project Scope document has been uploaded to the project webpage. Staff from University Records have commenced a records audit across campus. This is to note what types of records exist in the different areas, such as paper or electronic. The audit will conclude at the end of July.

Another major milestone for the project was the approval of the ANU Business Classification Scheme (BCS). The ANU BCS was developed by the University Records unit in preparation for the Electronic Document and Records Management System (EDRMS). The BCS incorporates the National Archives of Australia (NAA) Keyword AAA Thesaurus of administrative terms commonly used by Commonwealth agencies. This was done to ensure that the ANU BCS complied with NAA's records management best practice principles for Commonwealth agencies. Use of the Keyword AAA Thesaurus by the ANU is allowed under a licence agreement between the NAA and the ANU.

The Project Management Group membership will be confirmed during June and the list will be published on the UniDoc project webpage at [itservices.anu.edu.au/projects/updates/unidoc/](http://itservices.anu.edu.au/projects/updates/unidoc/)

## Project overview

The ANU Enterprise Environment does not utilise a centralised information repository that is aligned with the information management recommendations of the National Archives of Australia. This has resulted in inefficiencies in the electronic management of University records, an inability to efficiently search for electronic documents and decreased compliance with relevant information management legislative requirements. The UniDoc project will address these issues by providing a centralised information management environment that will improve information management efficiency, improve the end user document search capability and reduce corporate risk through greater compliance with relevant legislative requirements. The UniDoc project also aligns with the Commonwealth government's Digital Transition Policy which aims to adopt digital record keeping for efficiency purposes, with the majority of records created, stored and managed digitally in the future.

## Communication channels

(at varying times throughout project):

- > IT Project Roadshow
- > Project webpages
- > Face-to-face meetings, including CIO Quarterly updates
- > Information Technology Services website feature box
- > Current student and/or staff website feature box
- > The Link ITS newsletter
- > ANU Billboard
- > ANU Library Infoscreens
- > ANU student residence Infoscreens
- > ISIS login screen message
- > Wattle login page
- > A3 posters
- > A5 flyers
- > ANU and Library Facebook, Yammer and Twitter

[itservices.anu.edu.au/projects/updates/unidoc](http://itservices.anu.edu.au/projects/updates/unidoc)

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