Digital Preservation Strategy 2024 - 2031

Acknowledgement of Country

RMIT University acknowledges the people of the Woi Wurrung and Boon wurrung language groups of the eastern Kulin Nation on whose unceded lands we conduct the business of the University.

RMIT University respectfully acknowledges their Ancestors and Elders, past and present. RMIT also acknowledges the Traditional Custodians, their Ancestors and Elders of the lands and waters across Australia where we conduct our business.

The Digital Preservation Strategy 2024-2031 aligns with RMIT's commitment to Responsible Practice and the Aboriginal and Torres Strait Islander Library and Information Resource Network (ATSILIRN) Protocols for Libraries and Archives.

Executive Summary

RMIT University produces digital assets of ongoing value that form the backbone of our corporate knowledge and cultural legacy. This includes scholarly, administrative, research and historical records.

The Digital Preservation Strategy project was initiated in response to the 2022 *Data Lifecycle Management Internal Audit* (Finding 5), which identified the lack of digital preservation policy, strategy and roadmap to ensure the long-term integrity and availability of RMIT's digital assets.

The project team's university wide consultation and environmental scan of the relevant policies, standards and legislation identified categories of digital records which have enduring value.

The *Digital Preservation Strategy 2024 - 2031* identifies digital records for long term preservation—records related to RMIT's legacy and heritage or which RMIT is legally required to keep. It has been developed with a vision **to preserve RMIT's digital assets of enduring value, safeguarding our corporate and cultural legacy into and for the future.**

This is a digital preservation strategy for services managed and delivered out of RMIT University Archives—which collects and maintains records about the corporate, cultural and social history of RMIT—however it applies to stakeholders across the University.

Digital preservation requires a commitment to ongoing, curated activities that lengthen the lifespan of digital assets and ensures they are protected from neglect, media failure, obsolescence and unintentional destruction over time.

A well-defined digital preservation framework that aligns with RMIT's *Knowledge with Action* strategy and core values of *integrity, impact, passion, inclusion and imagination* is essential for RMIT University to enact its vision of being a leading university of impact in the Asia Pacific region.

The *Digital Preservation Strategy 2024 - 2031* defines the University's undertaking to support digital preservation through knowledge exchange, capability building, advocacy, training, practices and services. It is informed by local and international standards and global good practice in digital archiving. If endorsed, it will position RMIT University as a national leader in digital preservation in the tertiary education sector.

By the end of 2031 this strategy will deliver the following goals:

- A digital preservation roadmap and policy for RMIT.
- An institution wide sound understanding of digital stewardship and preservation aligned to global good practice.
- Embedded knowledge of strategies, protocols, policies, and authorities that are core and articulate the need for digital preservation.
- The creation of sound business workflows for the acquisition, retention, preservation, archiving, disposal and management of digital assets that align to the strategic principles.
- The implementation of a digital archiving service sustained by appropriate services, staff and technology.

Executive Summary

The *Digital Preservation Strategy 2024 -2031* articulates **four key Principles** where action is required to meet these goals:

Culture   RMIT is the custodian of University records that have enduring cultural, historical or administrative value, and ensures people have access to them for as long as necessary.

Responsibility   RMIT has a digital archiving capability underpinned by global standards and good practice that is compliant with the policies of the University, funding body requirements, and legislation.

Impact   RMIT will grow its positive impact through the identification, stewardship, and preservation of designated digital assets, benefitting teaching, learning and research for our current and future users.

Resilience   RMIT has a secure, integrated, resilient digital archiving ecosystem supported by skilled people, robust technology and sound practices that 'maximise the potential for connection, collaboration, community and advance cultures of innovation'.

'RMIT's workflows, processes and systems are connected, easy to follow and continuously improved ... Our digital solutions are integrated and people focused. Our technology and technological practices maximise the potential for connection, collaboration, community and advance cultures of innovation.'

- Adaptive Priority 4, Knowledge with Action, p.31

Vision

To preserve RMIT's digital assets of enduring value, safeguarding our corporate and cultural legacy into and for the future.

What are Digital Records?

A record can be defined as "information created, received, and maintained as evidence and as an asset by an organization or person, in pursuit of legal obligations or in the transaction of business" (ISO 15489-1 :2016). It also includes content maintained for cultural and historical reasons. The word digital refers to the format of the record. Other terms used interchangeably with records in this context include data, information, and documents.

Digital records can be born digital or digitised (transformed from 'physical' formats such as paper or analogue recordings). They can be texts and images, databases and spreadsheets, vectors or rasters, programs and applications, desktop files and enterprise systems, email and social media, games, movies, music and sound, and web domains.

The University creates digital records which document its research, teaching, engagement, and administrative activities. This document uses the term *digital assets* to describe the digital records and other content created throughout the University.

What is Digital Preservation?

Digital preservation is 'the series of managed activities necessary to ensure continued access to digital materials for as long as necessary' (*DPC Handbook*). It aims to preserve the integrity of digital assets and to retain the ability for users to retrieve, display, and use them in the face of continually changing technology.

"Digital preservation protects investment, captures potential and transmits opportunities to future generations and our own." (DPC Handbook)

Digital Preservation is more than storage, back-ups and digitisation. It requires infrastructure and a dedicated skilled workforce to ensure digital content remains alive, discoverable, accessible and usable over time, and to mitigate the risks of data loss through neglect, media failure, obsolescence, and intentional or unintentional destruction.

'We preserve digital records for legal and regulatory compliance, increased efficiency, new revenue streams, improving health and wellbeing, protecting the environment, enabling research, documenting cultural heritage, and ensuring transparency and accountability.'

- Digital Preservation Coalition

Strategic Principles

The strategy utilises four key principles—Culture, Responsibility, Impact, Resilience—as guidelines for action to ensure the University is well placed to realise its vision of making RMIT's digital assets accessible now and into the future.

	Principle	Elaboration
1.	**Culture**	RMIT is the custodian of University records that have enduring cultural, historical or administrative value, and ensures people have access to them for as long as necessary.
1.1	Provision of services	The University supports the provision of digital archiving services, including digital preservation, that align with global standards and good practice.
1.2	Long-term sustainability	The University champions sustainable curation practices such as collection management and documentation for the life of its digital assets.
1.3	Culture of shared responsibility	The University actively encourages a culture of enterprise-wide responsibility for digital assets throughout their asset lifecycle.
2.	**Responsibility**	RMIT has a digital archiving capability underpinned by global standards and good practice that is compliant with the policies of the University, funding body requirements, and legislation.
2.1	Legal & statutory responsibilities	The University preserves and provides access to its digital assets to deliver on our statutory responsibility.
2.2	Processes	The University has workflows for the generation, appraisal, collection, preservation, access, use, and storage of RMIT's digital assets of enduring value that align with RMIT strategy and policies.
2.3	Policy	The University's digital preservation policy framework supports inclusivity, diversity, equity, access, and responsible practice.
2.4	Funding	RMIT's responsibility and obligation to maintain its digital assets is underpinned by a sustainable funding model.
3.	**Impact**	RMIT will increase its positive impact through the identification, stewardship, and preservation of designated digital assets, benefiting teaching, learning and research for current and future users.
3.1	Responsive to stakeholder needs	The University will grow current services in digital curation and preservation to better understand and respond to the needs of users and other stakeholders.
3.2	Staff development	The University recognises and supports stewardship and professional development of staff through continuing, relevant training to build skills and expertise.
3.3	Staff resourcing	The University resources specific roles related to the curation and preservation of its digital assets. Digital curation and preservation staff support and partner with existing roles and networks.
4.	**Resilience**	RMIT has a secure, integrated, resilient digital archiving ecosystem supported by skilled people, robust technology and sound practices that 'maximise the potential for connection, collaboration, community and advance cultures of innovation'.
4.1	Security	RMIT will provide a secure and stable digital platform to protect against cyber threats; and ensure appropriate access to digital preservation systems and services.
4.2	Authenticity and trust	The University will develop a resilient support framework for managing digital assets that maintains the integrity and authenticity of digital assets throughout all digital preservation actions.
4.3	Resilient ecosystem	The University maintains a digital ecosystem of skilled people and robust technology across the University. This includes digital preservation storage aligned with relevant standards[1], and equipment to manage and mitigate technological obsolescence.
4.4	Environmental sustainability	RMIT's commitment to working towards more sustainable practice also extends to the environment. An effective strategy helps address the proliferation of digital content across the University, which is a major cause of environmental concern. This aligns us with the United Nations (UN) Sustainable Development Goals.

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1   For example, the National Digital Stewardship Alliance (NDSA) "Levels of Digital Preservation",
     URL: https://ndsa.org//publications/levels-of-digital-preservation/ (accessed April 2024)

Scope

In scope

RMIT University is a public institution, and as such, must comply with the *Public Records Act 1973 (Vic)* and associated standards issued by the Public Records Office Victoria (PROV).

RMIT's Information Governance Policy- Retention and Disposal Standard outlines the complete list of PROV standards to which RMIT must comply.

Below is a selection of records which RMIT is required to retain permanently:

- Master sets of university council minutes, annual reports, handbooks, prospectuses, calendars, course and program guides, policies, board and committee papers, public addresses, conferences, marketing, and media relations material.
- Records about government relations, industrial relations, staff, strategic and property management, contracts, legal services, occupational health and safety, compensation, restructures, complaints, donations, and grant allocations.
- Records related to commercialisation, and research projects outputs management.
- Student management records including completions, graduations, prizes and scholarships.
- Teaching and Learning records e.g. for select levels, the summary record of finalised student results, and a master record of accredited or approved courses, programs, training packages, modules and their units.
- Research records, research outputs, PhD and Masters by Research theses.
- RMIT Publications - one copy of each of RMIT's primary publications. Master set of commissioned photographs and moving images of RMIT's activities.

Staff highlighted items as having enduring value that reflect RMIT's history, legacy and memory, achievements, milestones, events, places, people, life at RMIT, culture and communications.

For more information see Appendix 2- Policy and Legal Resources, and Appendix 4 - Retention and Disposal Authorities.

Out of scope

Records identified as out of scope in this Strategy include:

- Research data, and research specimen and animal management records. While not in the purview of this strategy, RMIT University is responsible for preserving digital assets in these categories.
- Cultural Collections.
- Hardcopy or analogue records.
- Records with a temporary retention status - all digital records/assets should be considered through a digital preservation lens, however non-permanent records would not be collected by RMIT University Archives.
- Content purchased or donated to RMIT and hosted on RMIT digital platforms but created by external organisations.
- Digitisation services.
- This strategy is technology agnostic, and recommendations for specific technology platforms or applications are out of scope.

For more information see Appendix 5 - Out of Scope.

'These are pivotal moments where people had a lot of blood, sweat and tears. And you know, there's a point to say: What did this do for the community? What did this do to change our approaches? What were the key resources that we've developed? What were the voices of our colleges in how they engage with this, that are captured on their sites?'

- Information Steward, Strategy Consultation

Risks

Careful planning for digital preservation will safeguard digital assets and avoid the need for costly intervention further down the line.

Without a systematic plan or approach implemented to ensure the long-term accessibility, usability, and integrity of its digital assets, RMIT is at risk of:

- failure to meet legislative and regulatory requirements
- a lack of business continuity
- poor decision making based on inaccurate or incomplete information
- the loss of information required for accountability, legal challenge or evidential purposes
- the loss of information that has cultural heritage value, and
- (all of the above contributing to) reputational damage.

Without ongoing preservation actions, digital assets are at the mercy of risks such as:

- Rapid technological change that leaves content unusable or unintelligible as the software that interprets it becomes obsolete.
- Organisational change might leave digital content without a committed custodian.
- Data loss due to the obsolescence or failure of the hardware or media used to store digital records.
- Data loss due to inadvertent or malicious alteration of content.
- Inauthentic or unreliable data due to incomplete or inadequate capture of digital records and metadata at the time of transfer.

Consultation

'[we need] something that allows RMIT to say here's how we fostered an ethical and responsible culture of undertaking research and innovation.'

- Research and Innovation portfolio respondent, Strategy Consultation

In developing this strategy, contribution was sought from key stakeholders across the university through open conversations with academics, researchers, college heads, administrative teams, ITS, the Library and Data and Analytics. Respondents were asked about current digital records practices, challenges, opportunities, and needs. For a full report including methodology and results, see Digital Preservation Strategy 2024 -2031 - Stakeholder Consultation Report Feb 2024.pdf

Stakeholders raised several concerns with the current state of digital records management at RMIT that fell into broad categories including lack of knowledge management, lack of processes and protocols, loss of legacy, loss of corporate knowledge, privacy and security, loss with staff movement, loss with technology / application limitations, loss through record fragmentation and other technical concerns.

Where are we at?
# Where should we be?

Modelling RMIT University's digital preservation capability

The DPC Rapid Assessment Model (DPC RAM) is a digital preservation maturity modelling tool designed by the Digital Preservation Coalition. It is a self-assessment tool that enables the benchmarking of an organisation's digital preservation capability.

DPC-RAM's maturity levels range from 0 - 'minimal awareness' to 4 - 'optimised', assisting us to identify where our immediate focus is while also indicating a roadmap for good practice in digital preservation. (For details about the maturity levels see http://doi.org/10.7207/dpcram24-03).

The diagram below shows RMIT University's current digital preservation capability as compared to 28 international tertiary institutions. The survey was conducted by RMIT University Archives and is based on their analysis of services across RMIT. This strategy aims to support growth in digital preservation capability enterprise wide. The target maturity levels are aspirational and illustrate where RMIT University would like to be positioned by 2031.

Figure 1: Comparison of RMIT with International Tertiary Institutions
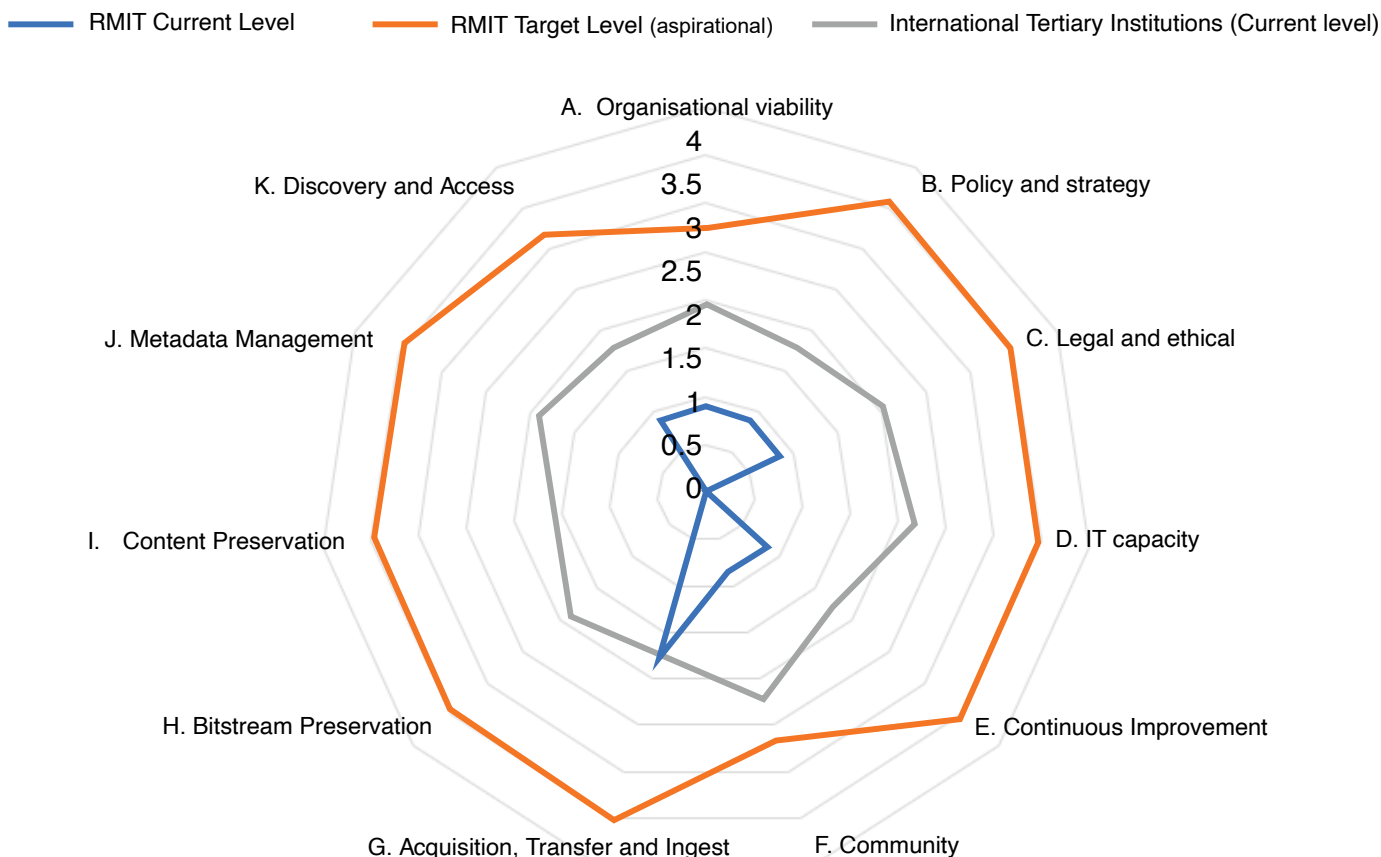
International data sourced from 28 RAMs submitted to the DPC.
All data from 2023

Responsibilities

'Make it simple to really carve out what areas are valuable and then keep it really simple and make it part of a behaviour that everyone attends to.'
- Dean of College, Strategy Consultation

Role	Responsibility
RMIT staff	Adherence to the recordkeeping standards outlined in RMIT's Information Governance Policy suite of resources.
Records and data creators / maintainers	Ensuring high quality of digital assets; preparing digital assets for transfer according to protocols set by the RMIT University Archives.
Information Technology Services (ITS), Enterprise Projects and Business Performance (EPBP) Data and Analytics (D&A), Digital Experience in partnership with relevant schools, colleges, Library/Archives	Selection and implementation of systems, tools and platforms that enable / facilitate good recordkeeping and digital preservation practices including a digital asset register.
Library Discovery Systems	Maintenance of the Library's archival documentation management system, and the digital preservation repository system (Rosetta).
Data & Analytics (D&A)	Responsible for the Information Governance Policy suite of resources. Maintenance of RMIT's Information Domain Register. Provision of guidance (and documentation) to RMIT staff on the appropriate digitisation of permanent records.
Information Governance Board (IGB) in collaboration with the Library/Archives and D&A	Governance of Digital Preservation Strategy program of work.
Information Governance Network and RMIT University Archives	Consists of Information Governance Board, Information Trustees and Information Stewards. Responsible for setting, maintaining, and monitoring compliance with digital preservation strategy program of work. (See also RMIT Information Governance policy.)
RMIT University Archives with Discovery Systems, other Library partners, D&A and ITS	Oversees transfers; digital preservation technology stack and storage; lending of digital records, preservation planning; preservation actions; and outreach.
Information Technology Services	IT asset and service configuration management (including configuration management database).

What comes next?
Action Plan

	Goals / Deliverables	How might this be achieved?
1	A digital preservation roadmap and policy for RMIT.	▪ Digital Preservation Roadmap ▪ Digital Preservation Policy suite of resources
2	An institution wide sound understanding of digital stewardship and preservation aligned to global good practice.	▪ Education and training ▪ Community of Practice (within existing networks, i.e. Information Stewards/Process Champions) ▪ Staff to support the above
3	Embedded knowledge of strategies, protocols, policies, and authorities that are core and articulate the need for digital preservation.	▪ Education and training ▪ Community of Practice ▪ Staff to support the above
4	The creation of digital archiving and preservation workflows for digital assets that align to the strategic principles.	▪ Workflow creation and implementation in partnership with stakeholders ▪ Education and training
5	The implementation of a digital archiving service sustained by skilled staff and technology.	▪ Enterprise-wide digital preservation system ▪ Skilled workforce

Where support will be required

- Embedding knowledge, strategies, protocols, policies, and authorities that are core and articulate the need for digital preservation across the University.
- Championing the Digital Archive Strategy program of work and leading by example.

- Prioritisation of business workflows for the appraisal, transfer, archiving, preservation, disposal, storage of and access to digital assets that enable operational and strategic value to be delivered.
- Investment in the implementation of roadmap initiatives of a digital archiving service sustained by appropriate services, staff and technology.

Figure 2:

Anticipated implementation approach for the *Digital Preservation Strategy 2024 - 2031.*

Conclusion

The **Digital Preservation Strategy 2024 -2031** clarifies RMIT's priorities, responsibilities and actions, guiding our progress with clear goals and principles to support decision-making, learning and accountability. It has been developed with the active participation of RMIT staff whose continuing engagement is crucial to the strategy's success.

Appendices

Appendix 1 – Definitions

Term	Definition
Access	Continued, ongoing usability of a digital resource, retaining all qualities of authenticity, accuracy and functionality deemed to be essential for the purposes for which the digital material was created and/or acquired.
Born Digital	Materials created in a digital format, rather than having been converted from analogue or print formats.
Cyber Security	Protection of computers, networks, information, and devices from malicious activity within cyberspace.
Data Integrity	Ensuring data remains accurate and unaltered over time.
Digital Curation	Managing and maintaining digital collections.
Digital Asset	A broad term encompassing digital records and surrogates created as a result of digitisation, and 'born digital' for which there has never been and is never intended to be an analogue equivalent.
Digital Archive	The technical infrastructure, standards, policies and procedures that support the management and preservation of digital objects.
Digital Preservation	'The series of managed activities necessary to ensure continued access to digital materials for as long as necessary' (Source: Digital Preservation Coalition).
Emulation	Simulating obsolete hardware or software environments to access old files.
Format Migrations	Transitioning content from obsolete formats to current ones.
Information Security	Securing data confidentiality, integrity, and availability.
Medium-term preservation	The managed processes to ensure that digital materials have continued access for a defined period beyond technology changes.
Long-term preservation	The managed processes to ensure that digital materials have continued access indefinitely, beyond technology changes.
Long-Term Storage	Choosing reliable storage solutions for extended periods.
Metadata	Data that describes significant aspects of an object, such as when it was created and by whom.
Record	Information in any format created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. (AS ISO 15489.1-2002 Australian Standard Records Management Part 1: General)
Research Data Management	The activities associated with the creation and management of data and materials, in any format, created as part of the research process. Includes data created or collected by both staff and students of the institution. (source: PROV 1607 VAR, No. 3.3).
Research Output	Tangible and intangible research findings that are disseminated to an appropriate audience in forms such as a journal article, conference paper or presentation, a formal report, creative work or a dissertation/thesis.
Research repository	RMIT's Research Repository is a free, publicly accessible repository of all RMIT research publications.
Risk Assessment	Evaluating potential threats to digital assets.

Appendices

Appendix 2 – Policy and Legal Resources

- Public Records Office Victoria, Legislation: Government recordkeeping laws in Victoria, July 2023, https://prov.vic.gov.au/recordkeeping-government/a-z-topics/legislation
- RMIT University Knowledge with Action: RMIT's strategy to 2031, October 2022, https://www.rmit.edu.au/about/our-strategy
- RMIT University policies: Information Governance Policy (effective 14 March 2023, review 2028). Lists all relevant legislation, University policies and standards. https://policies.rmit.edu.au/document/view.php?id=53; Research Policy (effective 1 June 2021, review 2026), https://policies.rmit.edu.au/document/view.php?id=28; Privacy Policy (effective 19 December 2023, review 2028), https://policies.rmit.edu.au/document/view.php?id=59; Information Technology and Security Policy (effective 3 June 2024, review 2029), https://policies.rmit.edu.au/document/view.php?id=75; Intellectual Property Policy (effective 1st November 2023, review 2028), https://policies.rmit.edu.au/document/view.php?id=23.
- RMIT University, RMIT University, Retention and Disposal Standard (effective 9 February 2024, review 2028), https://policies.rmit.edu.au/document/view.php?id=55

Appendix 3 – References

- Digital Preservation Coalition, Introduction to Digital Preservation, May 2017, https://www.dpconline.org/docs/digital-preservation/training-modules/getting-started-with-digital-preservation/1680-introduction-getting-started/file.
- Digital Preservation Handbook, 2nd Edition, https://www.dpconline.org/handbook, Digital Preservation Coalition © 2015.
- RMIT University, 2022 Data Lifecycle Management Audit (internal report).
- Digital Preservation Coalition, Digital Preservation Toolkit, https://www.dpconline.org/digipres/implement-digipres/policy-toolkit (accessed July 2024).
- Queensland Government Digital Continuity Strategy, https://web.archive.org/web/20220728090814/https://docplayer.net/11529782-Queensland-government-digital-continuity-strategy.html (accessed July 2024).
- Cassie Shaw (2024), Digital Preservation Strategy 2024 - Stakeholder Consultation Report. https://www.rmit.edu.au/content/dam/rmit/documents/library/archives/stakeholder-consultation-report.pdf
- RMIT University, How we grow and manage our collections, https://www.rmit.edu.au/library/borrowing-and-collections/collections/collection-development-framework (accessed July 2024).
- Cultural Collection Asset Guideline: RMIT Design Archives, https://policies.rmit.edu.au/document/view.php?id=159 (accessed July 2024).

Appendix 4 – PROV Retention and Disposal Authorities (RDAs)

RMIT abides by several PROV RDAs - see RMIT's Retention and Disposal Standard for complete list. The RDAs are updated on an as needs basis by PROV.

Below is the list of records (as of May 2024) which RMIT are required to retain permanently from two RDAs most often used by RMIT: PROS 07/01 Common Administrative Functions and PROS 1607 VAR 1 Higher Education and Further Education Functions:

Activity	Records	Definition
What PROS 07/01 Common Admin RDA states RMIT must retain permanently:		
Common Administrative	Committees, Board	Internal Advisory Committees and Strategic Committees, and External Committees convened by RMIT - Records relating to the establishment of a committee including successful appointments and resignations of members. Master set of minutes, agenda, reports, submissions
		Board records relating to the establishment and ongoing membership of the board. This includes records about the appointment and resignation of board members; master set of minutes, agendas, reports, submissions and other meeting papers.
		Internal committees established to determine policy and for planning purposes, including meetings of senior management within the agency. Master set of minutes, agenda and related papers.
	Addresses, Complaints	- Final version of addresses made at major public occasions which are a significant event to the business of the agency. May include addresses on policy, strategic direction or new services, products or partnerships of the agency. Includes addresses made by a Minister or senior agency officers. Includes addresses that were never presented.
		- Records documenting the receipt and response to complaints which result in changes to agency, policy or procedures.

Appendices

Appendix 4 – PROV Retention and Disposal Authorities (RDAs) continued …

Activity	Records	Definition
What PROS 07/01 Common Admin RDA states RMIT must retain permanently:		
	Conferences	- Master copies of transcripts and speeches, proceedings and reports presented at conferences convened by RMIT.
		- Papers presented by RMIT staff to conferences convened by other organisations and which address RMIT's policy, strategic direction or new services, products or partnerships.
	Donations	Records documenting the receipt and management of items, artefacts or real property that have a value that impacts on the whole of government or the broader community. Includes approaches for donations or bequests and acknowledgments.
		See also PROS 17/03 Retention and Disposal Authority for Records of Museum and Gallery Functions, permanent records disposal classes 2.1 and 4.1.
	Marketing and Media Relations	Records documenting the planning and final products of major marketing campaigns relating to RMIT's activities, such as rebranding after mergers, restructures or major awareness campaigns. Master set of agency media releases.
	Contracts	- Summary records for all contracts managed by an agency. Includes contract registers and systems.
		- Records that document the formulation and execution of contracts for significant government commitments, such as large-scale government infrastructure projects and public private partnerships (PPPs).
	Financial Management – Assets, Financial Statements, Procedures	- Summary record listing an agency's assets such as an asset register.
		- Annual financial statements and associated background documentation. Includes balance sheets, operating statements, cash flow statements and accompanying notes.
		- Master set of agency manuals, handbooks, directives etc. detailing procedures supporting financial management.
	Government Relations – Advice, Appointments, Inquiries	- Advice provided by the agency to the portfolio minister and government agencies on controversial public issues shown to have far-reaching social, economic and Statewide implications. Includes records documenting the development of the advice.
		- Records documenting successful nominations for statutory positions which are administered by the agency. Includes the associated appointment, resignation and termination records.
		- Records of continuing value documenting an agency's contribution and involvement in an inquiry directly related to its functions. Includes agency statements and submissions, responses to final reports, and transcripts of oral evidence given by agency officers. Includes working and supporting papers. Records documenting the implementation by the agency of the recommendations that were made as part of an inquiry.
	Industrial Relations – Industrial Action, Workplace Agreements	Records documenting the management of industrial action of a significant nature.
		Records relating to workplace agreements applying to the agency which are of a precedent-setting nature, or which affect most of the RMIT's employees.
	Information Management	- Master control records for RMIT's recordkeeping systems. Includes registers, indexes, configuration manuals and records management systems.
		- Master copy of RMIT's file classification systems or business classification schemes. Includes records management procedures such as document titling protocols.
		- Records documenting FOI requests that set a precedent in how FOI requests are handled. Also includes FOI requests which lead to a change in how RMIT operates (e.g. changes to RMIT's policy or processes).

Appendices

Appendix 4 – PROV Retention and Disposal Authorities (RDAs) continued ...

Activity	Records	Definition
What PROS 07/01 Common Admin RDA states RMIT must retain permanently:		
	Legal Services	- Records documenting requests for and legal advice received from an internal or external legal service provider relating to matters of major public interest or controversy, Cabinet matters, agency-wide industrial issues. Investigations into disclosures made under the Whistleblowers Protection Act 2001. - Records documenting litigation matters where legal precedents are set or lead to a change in RMIT policy.
	Occupational Health and Safety, Compensation	- Accident / incident reports and supporting documentation for incidents where death of an employee or contractor has occurred as the result of an incident within the workplace or while travelling for the purposes of employment (while on duty or official business), or where the death of a visitor has occurred as the result of an incident on the agency's premises. Includes accident registers. - Records documenting claims for compensation submitted when a member of the public has died, and liability is with RMIT. - Records documenting claims for compensation submitted for the death of an employee. - Records documenting an OH&S inspection resulting from a major accident in the workplace (e.g. dangerous occurrences or accidents causing fatalities or serious injuries).
	Policy	Records documenting a policy, including its formulation, or functional activities, strategic planning and management matters affecting the whole of RMIT. Records relating to the formulation of RMIT policy on administrative matters which prescribes the way the RMIT should operate. Includes policies relating to personnel, finance etc.
	Staff Management	Summary record documenting the employment details of all employees in an agency. Types of summary data include name of employee, date of birth, date of appointment, date of separation from the agency, rates of salary and allowances, position titles and the dates positions were held. Summary documentation of grievances detailing the type of grievance and how resolved.
	Property Management	- Records relating to the acquisition of property. Includes legal documents relating to a purchase / sale; particulars of sale documents; board of survey; licenses & rental revision; tender documents; conditions of contracts; certificates of approval. - Records documenting the activities involved in the preservation, protection, restoration, enhancement, fitting out and renovation of properties owned leased or managed by the agency that are identified as having local significance within a municipal heritage study. Excludes records of properties identified on the World Heritage Register, the Register of the National Estate, or the Victorian Heritage Register. - Records of the disposal of property by sale, transfer, auction, donation or destruction. - Records documenting the identification and restoration of contaminated land.
	Publications	- Master set of commissioned photographs and moving images of RMIT's activities. - One copy of each of the agency's primary publications (including web publications but excluding websites) which have not been lodged with the State Library of Victoria in compliance with the Libraries Act 1988. Annual Reports, consolidated reports on functional activities which are not reproduced elsewhere.
	Strategic Management	Project management- Summary documentation of projects. Includes project registers. Planning - Final version of agency-wide strategic or corporate plans.
	Restructures	Records detailing significant reviews and restructures of an entire agency or major functional sections of it. Includes records documenting the establishment and development of a new agency structure.

Appendices

Appendix 4 – PROV Retention and Disposal Authorities (RDAs) continued …

Activity	Records	Definition
What PROS 16/07 VAR 1 Higher Ed RDA states RMIT must retain permanently:		
Commercialisation	Consultancy	Summary reports and outcomes from significant consultancies involving controversial or major projects undertaken for commercial gain. Includes records of consultancies involving controversial or major projects - for instance, where the institution assists government or industry with major infrastructure, new technology or products, or economic improvements.
	Establishment of Companies and Trusts	Establishment of companies, associations or trusts owned by the institution or established in partnership with other organisations. Includes certificates of company registration, memoranda and articles of association and records regarding appointment of Directors. Includes records relating to the ongoing management and modification of trusts over time.
	Research Projects Outputs Management	Research outputs that disseminate the findings of institutional research where the research outcomes: - Report on projects having potential major or long-term impact on the environment, heritage, society, data, the economy or human health; - Have major national or international significance; - Are controversial, of high public interest or the subject of widespread debate in the public arena; - Report on using innovative and/or experimental research techniques for the first time; or - Are required by legislation or research project agreements to be retained permanently.
Student Management	Completions and Graduations	Summary record confirming details of all students who are awarded a qualification in AQF Levels 5-10. Includes graduation ceremony programs, in the absence of any other master record.
	Prizes and Scholarships	- Development and establishment of internal prizes and scholarships. Includes establishment of eligibility criteria for the prize/scholarship and any conditions attached. - Summary record of recipients of prizes and scholarships. Includes name of prize/scholarship, year and successful recipient(s).
Teaching and Learning	Assessment	- Summary record of finalised results obtained by students at the institution, for courses in AQF levels 5-10. Includes results for specific subjects, units or modules, as well as final course results. - Theses and other outputs submitted for assessment for Doctorate qualifications. Other outputs include dissertations, exegeses, creative or other major works arising from a candidate's research.
	Course and Curriculum Development, Accreditation, Approval and Review	Master record of accredited or approved courses, programs, training packages, modules and their units for courses delivered for AQF levels 5-10. Includes: approved curriculum content - syllabus, teaching objectives, learning outcomes, assessment methods and course, subject or unit descriptions and delivery methods; capability outcomes and any specific criteria for successfully completing the course/subject/unit; governance information such as course proposal, rationale for course, business case, approval date, responsible officer and any external professional accreditations or registrations which apply to the course or program; tracking changes to approved courses over time; master set of approved examination papers, if no other course material is available.

Appendices

Appendix 4 – PROV Retention and Disposal Authorities (RDAs) continued …

Activity	Records	Definition
Other items identified by staff as having enduring value		
RMIT History, Legacy and Cultural Memory	Achievements, Milestones, Events, Places, People	Including written and audiovisual records of events, people and milestones; current and alumni student and staff achievements.
	Life at RMIT, RMIT Culture	Current and alumni student and staff experience and achievements. This also includes records of "the way we do things".
	Communications	Formal and informal for a range of internal and external audiences, including newsletters, promotions, and news articles.

Appendix 5 – Out of Scope

Out of scope *(see also Appendix - Definitions)*	Notes
Research Data	Research data is currently managed by the Figshare platform; however, this is not a digital preservation system and is not purpose built for the permanent retention of data.
Research Specimen and Animal Management Data	Research ethics data is currently managed by the Research Ethics Platform (REP); however, this is not a digital preservation system and is not purpose built for the permanent retention of data.
Honours theses, Masters by Coursework theses. (Note: there may be exceptional circumstances whereby an Honours Thesis could be retained).	Managed by Graduate School of Research, however the service does not include a digital preservation repository or the permanent retention of theses.
Recommendation of specific technology platforms or applications	This strategy articulates principles and directions but is technology agnostic. It is envisioned that a roadmap would address feasibility of relevant platforms.
Content purchased or donated to RMIT and hosted on RMIT digital platforms but created by an external organisation.	See the Collection Development Framework – Special Collections, https://www.rmit.edu.au/library/borrowing-and-collections/collections/collection-development-framework (accessed July 2024).
Physical / analogue items	This Strategy is concerned with the preservation of digital assets and digital carriers only.
Cultural Collection Assets	See Cultural Asset Management Procedure (effective 19 October 2020, review 2022), and related Cultural Collection Asset Guidelines, https://policies.rmit.edu.au/document/view.php?id=74.

Photograph, page 3: Margund Sallowsky (2009), 'RMIT Archive Facility 2009'. Copyright © RMIT University.

Photograph, page 5: 'Student Focusing Large Format Camera - Student Instruction, Work & Activities - Art' (1947), RMIT University Archives, Item Number PH3.5.039:01

Photograph (film negative), page 6: 'NCR803 Computer 1964 (1964)', RMIT University Archives, Item Number PH3.4.053.

Photograph, page 9: 'Opening of NCR803 Computer Centre by Premier the Hon. Henry Bolte M.L.A. on 25 March 1963', RMIT University Archives, Item Number PH5.1.129.

Report details

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