INFORMATION SYSTEMS AND RECORD KEEPING


This year, the records management system was improved by:

– introducing space management;
– implementing a Business Classification Scheme;
– holding more recordkeeping training sessions;
– reducing backlog; and
– rolling out an electronic document management system.

In 2013, the University plans the following initiatives:

– seeking approval for Early Disposal after Digitisation policy;
– increasing rollout of electronic document and records management system;
– improving access by moving towards more electronic files; and
– investigating potential integration with other business systems.