

1	Identifying Systems Supporting High Risk Business Processes
1.1	Does the system or the records contained within the system, support or impact on the following?
	a. Regular, routine or direct contact with individuals (for example, students, govt, service providers etc)
	b. An individual's rights, entitlements and wellbeing
	c. The creation of or determination of policy, rules, by-laws
	d. The making of legal agreements
	e. Significant investment by UTS
	f. An investigation by ICAC, Ombudsman or other watchdog agency where recordkeeping are identified for the process
	g. Processes that may be open to corruption or the potential of corrupt behaviour.
	h. A significant contribution to the economic and social development and management of NSW either directly or indirectly; management of natural resources, security of the state and/or infrastructure of NSW.
	i. A major program of international/national/state significance.
	j. Records that are included in the organisation's vital records register.
	k. Significant records relating to Aboriginal people and heritage.
	l. Profiling in the media for matters that indicate possible recordkeeping failures.
	m. The production of State archives (Note: guidance on State archives can be obtained from University Records).
2	Identifying Recordkeeping Requirements
2.1	Is the information kept within this system evidence of UTS business?
2.2	Did this system replace a previous system or systems which kept information as evidence of UTS business?
2.3	Are there any internal or external requirements to create and keep records of the business the system supports?
2.4	Does the system create/hold records for business activities which are covered by a General Retention and Disposal Authority GDA?
2.5	Is the information kept in this system the 'official record' of the business activity?