

1. COMMUNICATION PLAN (Required for all business units)					
No	Activity	Description	Responsibility	Timeframe	Status/Comments
1.3	Staff awareness	Ensure all staff are aware of their responsibilities in relation to records management either through local induction, ongoing reminders, and/or attendance at Records Management Awareness Sessions run by University Records.			

2. ROUTINE RECORDKEEPING ACTIVITIES (Required for all business units)					
No	Activity	Description	Responsibility	Timeframe	Status/Comments
2.2	Lodge vital records with University Records	Ensure Vital Records are lodged with University Records as required.			

3. NEW PROJECTS ARISING FROM YOUR SELF-ASSESSMENT (Only required if remedial actions were identified in the business unit's self-assessment. Add additional rows as required)					
No	Activity	Description	Responsibility	Timeframe	Status/Comments
3.1					