

NO.	REQUIREMENT	QUESTION	RESPONSE	POSSIBLE REMEDIAL ACTIONS
1	Responsibilities and Delegations			
1.2	Records management responsibilities need to be formally delegated to Records Contacts to ensure records activities are undertaken.	Have your Records Contacts been formally delegated records responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No (action required)	<ul style="list-style-type: none"> - Discuss the Records Contact role with delegated staff. - Include delegations in the Work Plans or PD's of Records Contacts.

A. Records Contact Details (referred to in section 1.3)				Attachment One
Please specify your business unit's Records Contacts and the level of records training undertaken.				
Records Contact role	Contact Details		Mandatory Training *	Additional Training
Secondary Records Contact Definition: The senior staff member in your business unit responsible overall for records management.	1.	Name:	<input type="checkbox"/> Records Awareness Session	<input type="checkbox"/> Records Contact training session or refresher training session within the past 3 years. <input type="checkbox"/> Archiving and Disposal Workshop <input type="checkbox"/> TRIM Training
		Position:		
		Phone:		
		Email address:		
Local Records Contact/s Definition: The staff in your business unit delegated responsibility for file creation, registration, archiving, & destruction activities. [List all Local Records Contacts. Add more rows if required].	1.	Name:	<input type="checkbox"/> Records Awareness Session <input type="checkbox"/> Records Contact training session or refresher training session within the past 3 years. <input type="checkbox"/> TRIM Training	<input type="checkbox"/> Archiving and Disposal Workshop
		Position:		
		Phone:		
		Email address:		
	2.	Name:	<input type="checkbox"/> Records Awareness Session <input type="checkbox"/> Records Contact training session or refresher training session within the past 3 years. <input type="checkbox"/> TRIM Training	<input type="checkbox"/> Archiving and Disposal Workshop
		Position:		
		Phone:		
		Email address:		

*** Remedial Actions Where Mandatory Training Has Not Been Undertaken**

If Records Contacts have NOT completed the required mandatory training required for their role, liaise with University Records to book the required training.