

Are you keeping records correctly?



UQ [recommends particular storage platforms](#) for research, teaching and enterprise purposes.

You are responsible for the management and disposal of information you create or store in your personal working spaces (e.g., OneDrive).

These platforms offer appropriate levels of security for the information type, assisting in proper storage, sharing, and disposal. Below, learn where to store records, and the benefits of using these platforms.

What are records?	<ul style="list-style-type: none">• Records are any information created or received by an organisation in the process of their business activities.• At UQ, a special focus on records defined as high risk and high value is required.• Records need to be stored appropriately, according to how long they need to be kept for legal or community requirements, community expectations, or historical purposes.
Where should records not be stored?	<ul style="list-style-type: none">• Management of these documents needs to be done in accordance with the relevant section of the Keeping Records at UQ Procedure.• The decision on which platform is used should be made on a case-by-case basis.• Records should not be stored in emails or on local storage methods (e.g., USB drives, personal hard or cloud drives).
Where should records be stored?	<ul style="list-style-type: none">• Records need to be stored in a centralised, secure, and sustainable system.• TRIM integrates with systems used by many divisions of the University to automatically capture information.• Some organisational units have content management systems that are specifically approved for their requirements (e.g., PracticeEvolve for legal records).

For further information, contact Data Strategy & Governance
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