

## Electronic Records Management System (ERMS)

### ERMS Process Guide 10

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## Disposal of Digitised Source Paper Records

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### 1. Purpose

This guide describes the procedure for disposing of source paper documents used to create digitised records for ERMS as required by the National Archives of Australia (NAA).

### 2. Introduction

ERMS is a University-wide electronic records management system that replaced the paper-based Central Records System (CRS). ANU staff are required to retain records of the business activities undertaken on behalf of the University. The ANU policy on records and archives management states that staff will:

- document activities performed and decisions made on behalf of the University, and
- incorporate records created and received into the University's recordkeeping systems.

In order to comply with legislation and ANU policy it is essential that relevant records be held within ERMS. Further information relating to what constitutes official University records, their importance and our legislative requirements can be found on the [University Records website](#).

### 3. Related Information

The disposal policy adopted by ANU (approved by the National Archives of Australia) requires that:

- Digital images of digitised source paper documents are quality assurance checked and captured to ERMS
- Digitised source paper documents are destroyed in accordance with the requirements of the NAA including the application of [General Records Authority \(31\)](#)

Scanned versions are reviewed to ensure that the source paper document was scanned correctly. Source documents are placed in secure (blue) confidential disposal bins.

### 4. Documents referred to, for this Process Guide

- [ERMS Process Guide 2 – Scanning Records into ERMS](#)
- [General Records Authority \(31\)](#): For source (including) original records after they have been copied, converted or migrated

**5. Abbreviations used in this Process Guide:**

**CRS:** CRS refers to the University's paper based records management system called Central Records System. Paper files created under CRS are either; digitised and available in ERMS; or not digitised and information of the record (metadata) only, available in ERMS.

**ERMS:** Is an acronym for Electronic Records Management System. ERMS is an ANU enterprise system used in managing the University's information over time for the purpose of meeting business needs, evidence, compliance with legislative and governance requirements, and ensuring good administration.

**Process steps: Disposal of Paper Documents - Digitised Records Source**

Step	Action	Responsibility
<b>1.0</b>	<b>Scan the document</b>	<b>Staff member</b>
1.1	Scan the document following the instructions in the <a href="#">ERMS Process Guide 2 - Scanning Records into ERMS</a>	Staff Member
		
1.2	Check the scanned version against the original document to ensure that the scanned copy has all the details recorded and is legible	Staff Member
		
<b>2.0</b>	<b>Capture digital image to ERMS</b>	<b>Staff member</b>
2.1	Contribute digital image to ERMS	Staff member
<b>3.0</b>	<b>Destroy original source record</b>	<b>Staff Member</b>
3.1	Place source paper document place in a blue bin for secure destruction when satisfied with scanned document	Staff Member
		

**End of Process**