1. Purpose

This Process Guide describes completing a Business Process Folder Structure and Security Access Group spreadsheet. This is an activity undertaken by ERMS Power Users and the ERMS Administrator.

2. Introduction

As an employee of the ANU you are required to retain records of the business activities you undertake 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.

3. Documents referred to in this Process Guide

ERMS Record, Location and Access (RLA) Spreadsheet

4. Abbreviations used in this Process Guide

ERMS: Is an acronym for Electronic Records Management System

RLA: ERMS Record, Location and Access (RLA) Spreadsheet

5. Process Information

ERMS has been developed in order to promote transparency and sharing of information across the University.

Folders created within ERMS can be accessed by all ERMS users unless otherwise secured, i.e. security is applied as the exception rather than the rule. There may be instances where there is a requirement to secure folders which contain private, confidential or other sensitive information. These folders may need to be restricted to a particular work area or a group by establishing a security group that restricts access to the folders to staff belonging to that group. Only the ERMS Administrator is able to establish security groups within ERMS that can be applied by the Power User.
In some circumstances, because of their role in the University, staff may belong to a security access group which would allow access to their own file. Accessing your own file is inappropriate and does not meet the requirements of the ANU Code of Conduct. If you access your file, this is audited automatically by the system. A report is generated and sent via email to either the Director, HR or Student Administration for action.

The folder structure for all other records will have an open security model and records will be available to all users unless manually locked down by the ERMS Administrator or Power User.

Security access group creation and management is a role undertaken by the ERMS Administrator and ERMS Power Users (see ERMS Process Guide 5)

The Business Process Folder Structure and Security Access Groups spreadsheet is designed to assist in the management and communication of ERMS folders and security access group memberships.

Communicating ERMS Business Process Folders and Security Access Group Process Steps

Once security groups have been applied to folders it is necessary to communicate to ERMS users the folders to which they can contribute records and any security access group memberships.

Complete the Business Process Folder Structure and Security Access Groups spreadsheet. The information can be copied across from the ERMS Record, Location and Access Spreadsheet.

Issue to or make available to staff involved in the particular University-wide business process via direct contact email, advising the location of the Business Process Folders and Security Access Group, e.g. website.

The ERMS Business Process Folders and Security Access Group Spreadsheet
The Business Process Folders and Security Access Group spreadsheet is available on the ERMS Support Materials webpage.

## Completing the Spreadsheet

<table>
<thead>
<tr>
<th>ERMS Business Process Folders and Security Access Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Function:</td>
</tr>
<tr>
<td>Date Issued:</td>
</tr>
<tr>
<td>Approved By:</td>
</tr>
<tr>
<td>Contact Person &amp; Ext.:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BCS Function Folder</th>
<th>BCS Activity Folder</th>
<th>Contribution Folder Name Level 3</th>
<th>Contribution Folder Name Level 4</th>
<th>Access Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Access Group Name</th>
<th>Access Group Name</th>
<th>Access Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Name</td>
<td>UID</td>
<td>Member Name</td>
</tr>
</tbody>
</table>

1. **University Function**: refers to the Business Process – e.g. Research, Teaching, Finance
2. **Date Issued**: date the Spreadsheet is issued to ensure that changes are reflected with the date of issue
3. **Approved By**: name of approver of the Record, Location and Access Spreadsheet to the Service Division Director
4. **Contact Person & Ext.**: name of person to contact with any questions regarding the spreadsheet, usually the Power User
5. Complete the BCS Folder Activity, Contribution Folder title and the Security Access Group name
6. Replace Access Group Name with the name of your security access groups
7. Enter security access group member name
8. Enter security access group member university identification number.