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Records Online News

Issue no.2

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Roll-out of TRIM 6.2

RMS have rolled-out TRIM 6.2. This will ensure that users have quicker searching in Records Online. This happened over the Easter long-weekend. The roll-out will have no impact on users of either Records Online or TRIM. The Records Online email add-in has also been updated. This has been sent to all users over the course of the Easter long weekend. Contact RMS (ext. 69537) if there are any concerns over this roll-out.

Return of files to RMS

When staff permanently leave your office, there may still be University files in their possession. All such files must either be returned to RMS or marked to someone else in the office who will need to use them. If this doesn't happen, files may become lost. *More information is available on the RMS website.*

Transferring files in Records Online

When you have finished with a file and you either return it to RMS or send it on to someone else, this must be marked in the system. You can do this quickly and easily on Records Online, or you can send an email to the Records Online helpdesk. If a file is marked to you, you are responsible for it, so make sure you do this important step.

Training in use of Records Online

Records Management Services have a training officer! We often get people contacting us after registering for Records Online, unsure about how to use the system. Don't be afraid to ask for training. The training officer, Steve Clarke, runs one-on-one and group sessions on all aspects of use of Records Online. Contact Steve for more details or any help in using Records Online.

Rolling out Records Online across your whole unit or Faculty

Records Online is the most effective system to manage your unit's corporate information. RMS has found that there are more and more units wanting to move all of their recordkeeping to Records Online to ensure that all critical

documents are maintained according to the law and the University recordkeeping policy. Look on the RMs website for more details of how easy it is to make sure that all critical documents are maintained.

New members of staff

When a new member of staff begins work in your office, don't forget to point out their recordkeeping responsibilities under the University Recordkeeping Policy. *Ignorance of the law is no excuse!* Ask the new member of staff to contact the training officer on ext. 13395 or by email (s.clarke@usyd.edu.au) to arrange a time to go through the main features of Records Online as used by your office or unit. Don't forget to tell them to register as a new user too.

Click on any of the headings for more information

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