Fostering a “whole of University” approach to information management, enabling the University to meet its strategic objectives and ensuring our valuable information assets are appropriately managed

www.griffith.edu.au/information-management
Information Management Landscape

Legislation
- Public Records Act 2002
- Right to Information Act 2009
- Right to Privacy Act 2009

Information Standards
- Records Governance Policy
- Information Security Policy (IS18:2018)
- Metadata (IS34)
- Records Management AS ISO 15489

Internal Controls
- Records Management Policy
- Vital Records Policy
- Digitisation Disposal Policy
- Information Security Policy
- Information Security Classification Framework
- Griffith Archive Collection Statement
- Privacy Plan
- Information Management Domains & Principles
- Retention & Disposal Schedules
- Information Asset Register
- Information Lifecycle Management
- Information & Records Management Systems
- O365 Governance, Security & Compliance
## Principles (AFAIRS)

| Information/data is a university ASSET which should: | ▪ Be proactively managed throughout its lifecycle due to its inherent strategic value  
▪ Be utilised in a legal and ethical manner  
▪ Have clearly defined stewards assigned to manage it throughout its lifecycle  
▪ Follow the principle of born digital: stay digital. |
|-----------------------------------------------|
| **To be FINDABLE, information/data should be:** | ▪ Registered or indexed in a searchable resource  
▪ Described with rich metadata and contain basic machine actionable metadata  
▪ Assigned a unique identifier, where possible, so that it is findable at any point in time. |
| **To be ACCESSIBLE, information/data may be obtainable by machines and humans:** | ▪ Upon appropriate authorisation  
▪ Through a well-defined protocol. |
| **To be INTEROPERABLE, data should be structured and:** | ▪ Be machine actionable  
▪ Utilise shared vocabularies and/or ontologies  
▪ Be both constructed in a way understood by machines, and from which meaning is then able to be derived. |
| **To be REUSABLE, information/data should be:** | ▪ Sufficiently well-described that it can automatically (or with minimal human effort) be linked/integrated with other data sources  
▪ Of quality, with its source/context well understood. |
| **To be SECURE, information/data should be:** | ▪ Classified appropriately  
▪ Labelled appropriately  
▪ Managed appropriately. |
Benefits

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<thead>
<tr>
<th>Benefits</th>
<th>Description</th>
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<tbody>
<tr>
<td>Increased impact of Griffith’s research and scholarship</td>
<td>Appropriately managing the scholarly outputs from our ground-breaking research and outstanding scholarship to increase its impact.</td>
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<tr>
<td>Improved discovery and access</td>
<td>Providing people with easy and transparent access to accurate and timely data and information (in predominantly digital format). Data and information that is easily discoverable can be shared and utilised for a variety of purposes.</td>
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<tr>
<td>Improved integration and accuracy</td>
<td>Collecting data once, ensuring its integrity and quality.</td>
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<td>Improved decision making</td>
<td>Understanding the business of the University and providing better information to support analysis, decision-making, and risk identification.</td>
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<td>Improved compliance and decreased costs</td>
<td>Through more efficient processes and systems, achieving recordkeeping and regulatory compliance and reducing costs.</td>
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Applying the Information Management Principles

- The Principles are inter-related and ideally need to be applied as a set.
- The Principles will sometimes compete. For example, the principles of "accessibility" and "security" often conflict.
- Each principle is meant to be considered in the context of "all other things being equal".
- At times, a decision will be required as to which principle will take precedence on a particular issue.