



Transferring & Retrieving Records from Unitec's Offsite Storage Provider

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1. PURPOSE

The purpose of this procedure is to outline the process that must be followed by departments/service units to:

- i) Transfer Inactive Records from their own records storage area(s) to Unitec's offsite records storage provider (Online Security Services);
- ii) Retrieve Records from Unitec's offsite records storage provider (Online Security Services); and

2. DEFINITIONS

RECORD means "information, whether in its original form or otherwise, including (without limitation) a document, an email a signature, a seal, text, images, sound, speech, or data compiled, recorded, or stored, as the case may be,–

- a) in written form on any material; or
- b) on film, negative, tape, or other medium so as to be capable of being reproduced; or
- c) by means of any recording device or process, computer, or other electronic device or process."

(Public Records Act 2005)

INACTIVE RECORD means any record no longer required to be accessed by the department/service unit (or person within it) on a regular basis, but which must continue to be retained as per records retention requirements set out in any of the Disposal Authorities that cover Unitec records. Also see definition for Archive Record.

ACTIVE RECORD means any record required to be accessed by the department/service unit (or person within it) on a day to day / very regular basis. Due to the need to frequently access active records, these records must be stored in the department/service unit until they become inactive records. They can then be stored outside of the department/service unit.

ARCHIVE RECORD means any inactive record that is no longer required by the department/service unit but has continuing value and must be retained permanently as specified in the Disposal Authorities that cover Unitec records.

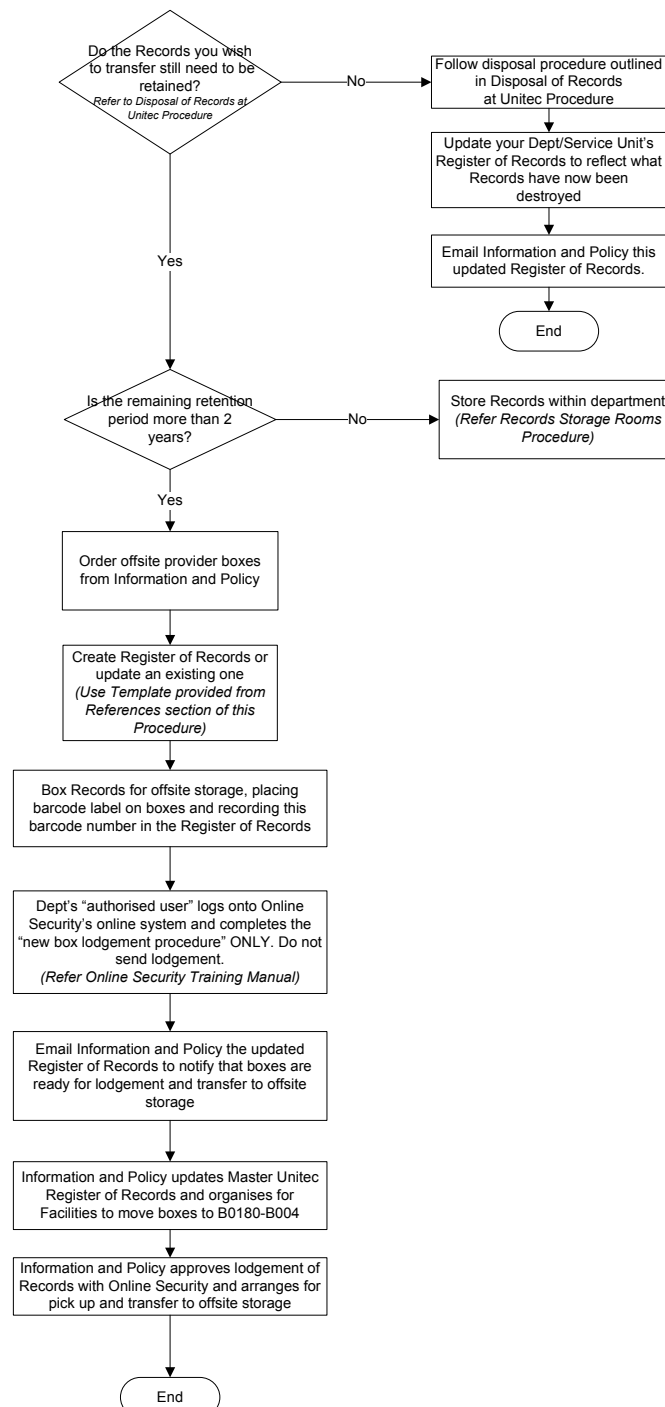
REGISTER OF RECORDS means a register that shows what paper records belonging to a department/service unit are stored and where they are stored i.e. somewhere at Unitec or offsite. The purpose of a register is to provide access to department records. A template register containing the minimum information that must be captured in any department's register of records is available [here](#).

3. PROCEDURE

3.1. Transferring Inactive or Archive Records to Unitec's Offsite Records Storage Provider

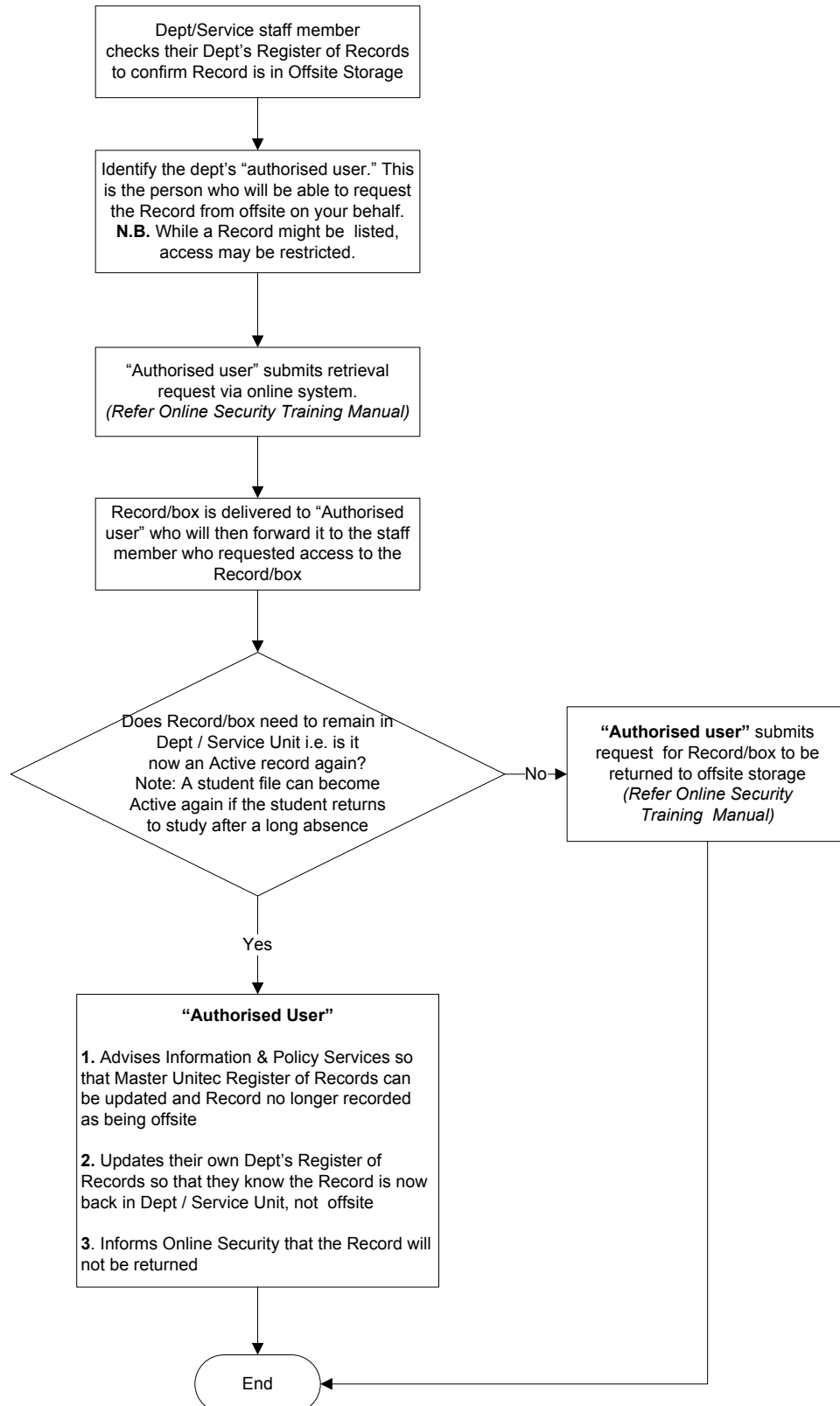
The following procedure must be followed to get Inactive or Archive Records transferred from department or service units to Unitec's offsite records storage provider (Online Security Services).

Note: If you are transferring Records for the first time you must contact the Manager, Information & Policy to obtain an access ID and pin for the online system you will need to use to 'lodge' the records you wish to transfer offsite.



3.2. Retrieving Records from Unitec's Offsite Records Storage Provider

The following procedure must be followed to retrieve records from Unitec's offsite records storage provider (Online Security Services).



3.2.1. Notes about retrieval

- 1) Each Unitec department / service unit will have at least one “authorised user” with the authority to lodge, retrieve and access records stored offsite with Online Security Services.
- 2) Requests for “authorised user” set-up can be submitted to the Manager, Information and Policy for consideration.
- 3) “Authorised users” are only able to retrieve those records that were originally lodged for storage by their own department / service unit.
- 4) Access to records stored offsite but which were lodged by another department / service unit can only be obtained by contacting an “authorised user” in the department / service unit who lodged the records. Depending on the access status of these records, your request for access may be declined by the “authorised user.”

REFERENCE DOCUMENTS

- [1] [Register of Records Template](#)
- [2] [Disposing of Records at Unitec Procedure](#)
- [3] [Records Storage Rooms Procedure](#)
- [4] [Online Security Training Manual](#)

DOCUMENT DETAILS

Version:	1	Issue Date this Version:	28 November 2011
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AMENDMENT HISTORY

Version	Issue Date	Reason for Revision	Approved by
1	28/11/2011	First edition – brand new document	Manager, Information & Policy