

Managing project records

Recordkeeping fact sheet 9

Recordkeeping responsibilities

Records must be created and kept for all departmental projects whatever the type, size or complexity of the activity.

Electronic records include: documents, spreadsheets, emails, reports from databases, digital images and recordings, and plans and maps created using specialised software. Records may also be created on mobile devices.

Hardcopy records include: files, documents, plans and maps and other media such as photographs, CDs and DVDs.

Project Managers must ensure that all records are kept in TRIM files to ensure they can be reused and understood in the future. Records of large or significant projects may eventually be transferred to the Public Record Office Victoria to be kept as state archives.

Project records

Project records include all hardcopy and electronic documents that are significant to the project, including all documents relating to:

- **Initiation:** business cases, approvals, project briefs and project plans
- **Management:** project reports, risk and issues registers
- **Closure:** final reports, post-implementation reviews and 'lessons learned' documents.

Note: documentation of proposed projects which are not ultimately approved are still considered records and must be retained.

TRIM files

Once a project has been initiated, TRIM files should be requested via the [File Creation Request Form](#) (located on the hub).

Large projects may require separate files for administrative or strategic functions such as finance, governance, training, change management and communications.

Project files must be titled according to the purpose of the project. Each file title must include *function (broad term)* and *activity (narrow term)* selected from the Business Classification Scheme (BCS). The 'free text' component of the title describes the contents in detail. E.g.:

BROAD TERM – NARROW TERM – Free text

1. Consider the subject of the project and determine the *function (broad term)* they relate to in the BCS. (Refer to the BCS scope notes for definitions of terms and directions on how to use them).
2. Choose an *activity (narrow term)* related to the function you have selected.
3. Add more detail to the title in the 'free text' field.

Examples of project file titles:

- FINANCIAL MANAGEMENT – ACCOUNTING - Mobility Project Procurement card invoices – 2013-2014
- INFORMATION MANAGEMENT – PLANNING - Mobility Project Phase 1 Management plan and project schedule
- LEARNING & DEVELOPMENT – TRAINING - Mobility Project Phase 3 Training and Communication plan.

Maintaining project records

It is important to create, maintain and safeguard project records by:

- Regularly filing all records as the project progresses to ensure that:

- Records are readily identified and located during the life of the project for reporting and business purposes.
- The final phase of the project does not include unplanned-for and un-resourced work in attempting to organise records after project conclusion.
- Seeking advice from Information Security to ensure records are managed in accordance with the appropriate information security framework.
- Defining responsibility for records management and project ownership in the relevant contract or Memorandum of Understanding (if projects are carried out in partnership with other Government agencies or the private sector).
- Seeking advice from the Legal unit if project records include material that is commercial-in-confidence.
- Consulting with the local Records Management unit to determine the appropriate methods for storing non-standard records i.e. digital plans.

Closing the project

As the project enters its final stages, recordkeeping responsibilities for Project Managers include:

- Verifying that all records have been kept in TRIM files i.e. transfer any documents stored in network folders or Lotus Notes to files.
- Ensuring that electronic records associated with the project remain accessible e.g. by developing a data migration plan for digital images and electronic files such as plans.
- Preparing to hand over project records to the relevant business area or send the records to storage. This includes ensuring that the location data on all TRIM files is updated.

Related documents

- Business Classification Scheme
- Naming conventions – recordkeeping fact sheet 3

Further information

For further assistance, please contact the:

Records Service Centre: 9096 8999

Email: RecordsService.Centre@dhhs.vic.gov.au

or your local Records Management unit:

Records Unit East Division: 9843 6090

Records Unit North Division: 9412 5427

Records Unit South Division: 8765 7164

Records Unit West Division: 5333 6088

To receive this publication in an accessible format phone 9096 8999, using the National Relay Service 13 36 77 if required, or email RecordsService.Centre@dhs.vic.gov.au