

Information Management Principles

Excellence in information management at Monash University will be achieved by following these principles.

Corporate importance

Information is a strategic resource, and will be managed appropriately.

In general, university-wide information will be centrally managed. Information needs and how information is managed should be identified as an integral part of strategic and project planning.

A governance framework ensures that this occurs.

Information sources

University-created information may be made available from a core source or a derived source.

The core source for any item of university-created information must be identifiable and accessible. Any derived sources of information must be identified as such. In general, changes should only be made to the core source. Each core source should have an identified custodian, an identified access community and an identified set of maintenance responsibilities.

Where possible, different manifestations of information expressions should be derived from a single source. As with core and derived sources, changes should ideally be made to this single source and the derived manifestations should be automatically regenerated.

User-centredness

Information systems and services should be designed (or re-designed) to operate in a way that is user-centred and task-centred. This should inform all aspects of system or service design.

Availability

Information should ideally be accessible (subject to security and acceptable use guidelines) to:

- anybody who needs it
- at anytime
- anywhere
- and anyhow

in order to ensure that it delivers the greatest value to the university.

Staff and student development

The university needs to provide an adequate, relevant and ongoing development programme to enable staff and students to create, access, manage and disseminate information resources effectively.

Productivity and efficiency

Information, and the way it is managed, should contribute to the productivity of members of the Monash University community.

Statutory requirements

Information must be managed in accordance with external statutory and regulatory requirements.

Information must be stored in such a way as to allow a timely response to freedom of information and local requests, as well as legally-mandated controlled discovery.

Information arising from research involving human subjects must be dealt with in accordance with the Human Ethics Committee requirements.

Trustworthy information and systems

Information provided by Monash University should be, and be perceived to be, trustworthy (that is, relevant, accurate and timely) to the maximum extent possible.

Where the information is sourced from outside Monash University (as with, for example, library holdings), all reasonable care should be taken to ensure its trustworthiness.

Any activity that creates, modifies or transmits critical university information should be trustworthy. This means that it should be:

- logged (to ensure an audit trail)
- non-repudiable (to ensure that the creator/changer can not later deny their action, and that there is proof that the action took place).

Retention and disposal

Essential information must be retained while required and then appropriately disposed of in accordance with Monash University standards and external obligations.

A proportion of all information will be retained in the Monash University Archives, constituting the organisation's captured corporate memory. While it is retained, it must be managed in such a way as to be recoverable in the event of loss on a timescale consistent with university requirements.

Information and technology

ICT Principles are derived from Information Management Principles.

ICT Principles support and enable the implementation of the Information Management Principles, as well as determine the deployment of ICT systems and services.

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1. Corporate importance
2. Information sources
3. User-centredness
4. Availability
5. Staff and student development
6. Productivity and efficiency
7. Statutory requirements
8. Trustworthy information and systems
9. Retention and disposal
10. Information and technology

For further information please email infomgt-inquiries@its.monash.edu.au