**University Contract Register Procedure**
CORPR 9.2

**Related Policy**
Records Management Policy CORP 9.1

**Procedure Scope**
All Staff

**Commencement Date**
1 May 2009

**Review Date**
1 May 2010

**Organisational Unit responsible for day-to-day operation of the procedure**
Unit name: Records Management Unit
Phone: 03 6226 1847
Fax: 03 6226 7250
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**PROCEDURE**

1 **Purpose**

The purpose of this document is to specify the procedures to provide a standard approach for ensuring that all contracts that are entered into by the University are registered into the University Contract Register in TRIM.

2 **Exceptions**

There are no exceptions.

3 **Definitions and Acronyms**

**Archives**
Means those records that are appraised as having continuing value.

**Business Unit**
Refers to an administrative or academic area which may be a part of a Division, Department, Institute, Faculty or School.

**Contract**
A written agreement between two or more parties. Examples include:
- Memoranda of Understanding (MOUs)
- Confidentiality Agreements
- Employment Contracts
- Leases
- Procurement Contracts
- Intellectual Property Licenses and Assignments
- Student Exchange Agreements
- Research Contracts
- Grant Funding Agreements
- Software Licenses and Maintenance Agreements.

**Record**
Is a document or an object that is, or has been, made or kept by reason of any information or matter that it contains or can be obtained from it or by reason of its connection with any event person, circumstance, or
thing. A document includes any printed or written material and an object includes a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan, or model or painting or other pictorial or graphic work.

**State Records**
Records of State Government Agencies/Departments, State authorities, or local authorities. These public bodies are defined in Section 3 of the Archives Act 1983.

### 4 Links to Related Forms, Records and Electronic Databases

TRIM Cheat Sheet No 7 - Contract Register Entry Form

### 5 Detailed Steps, Procedures and Actions

<table>
<thead>
<tr>
<th>Procedure (including key steps)</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Statement of Intent</strong>&lt;br&gt;All signed University contracts are to be registered into the University Contract Register which is maintained in the University’s Electronic Document &amp; Records Management System (EDMS), TRIM.</td>
<td>All University Staff / Legal Office / Records Management Unit</td>
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</tbody>
</table>

For University employees that are responsible for the contracts and do not have direct access to TRIM, they will be responsible for forwarding contracts to the Records Management Unit in either electronic or physical format for registration.

Prior to signature, legal advice is to be sought to reduce the risk of exposure to the University.

Contracts that are signed by one party are to be registered into the system to ensure that registration occurs prior to forwarding to other parties for signature. The responsible officer is to ensure that all signatures are gained and updated in the register.

The following metadata is to be included in the registration process:
- Title (description)
- Parties to Contract
- Start & End Dates
- Home Location
- Responsible Person (contract manager)
- Contract Type
- Assignee (current location of physical document)
- External ID
- Internal Reference
- Reviewable Contract (Yes / No)
- Review/Renewal Date
- Contract Value
- Folder Number
- Delegated Signing Authority
The TRIM Reference Number (Unique Identifier) will be placed on the top right hand corner of the first page of the hardcopy document.

Contracts will be maintained in the Contract Register in accordance with University recordkeeping disposal procedures.

6 Key Words
- Contract / Contracts
- Agreement / Agreements
- Contract Register

7 Supporting Guidelines, Flow-charts, Check-lists, etc
- State Guideline No 2 – Retention and Disposal of State Records
- University of Tasmania Records Management Guidelines
- University of Tasmania Privacy Policy
- Compliance Tool Box – Contracts

RESPONSIBILITIES

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<td>Manager, Records &amp; Information</td>
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<td>Director, Governance &amp; Legal</td>
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<td>Heads of Business Units</td>
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<tr>
<td>Development/Review</td>
<td>Executive Director, Finance &amp; Administration</td>
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<td>Interpretation and Advice</td>
<td>Manager, Records &amp; Information</td>
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WHO SHOULD KNOW THIS PROCEDURE?

- All University Staff

EFFECTIVENESS OF THIS PROCEDURE

University Contracts are easy to identify and retrieve.

PROCEDURE HISTORY

<table>
<thead>
<tr>
<th>Revision Ref. No.</th>
<th>1.4</th>
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<tr>
<td>Policy Maker (Signature)</td>
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<tr>
<td>Date</td>
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