



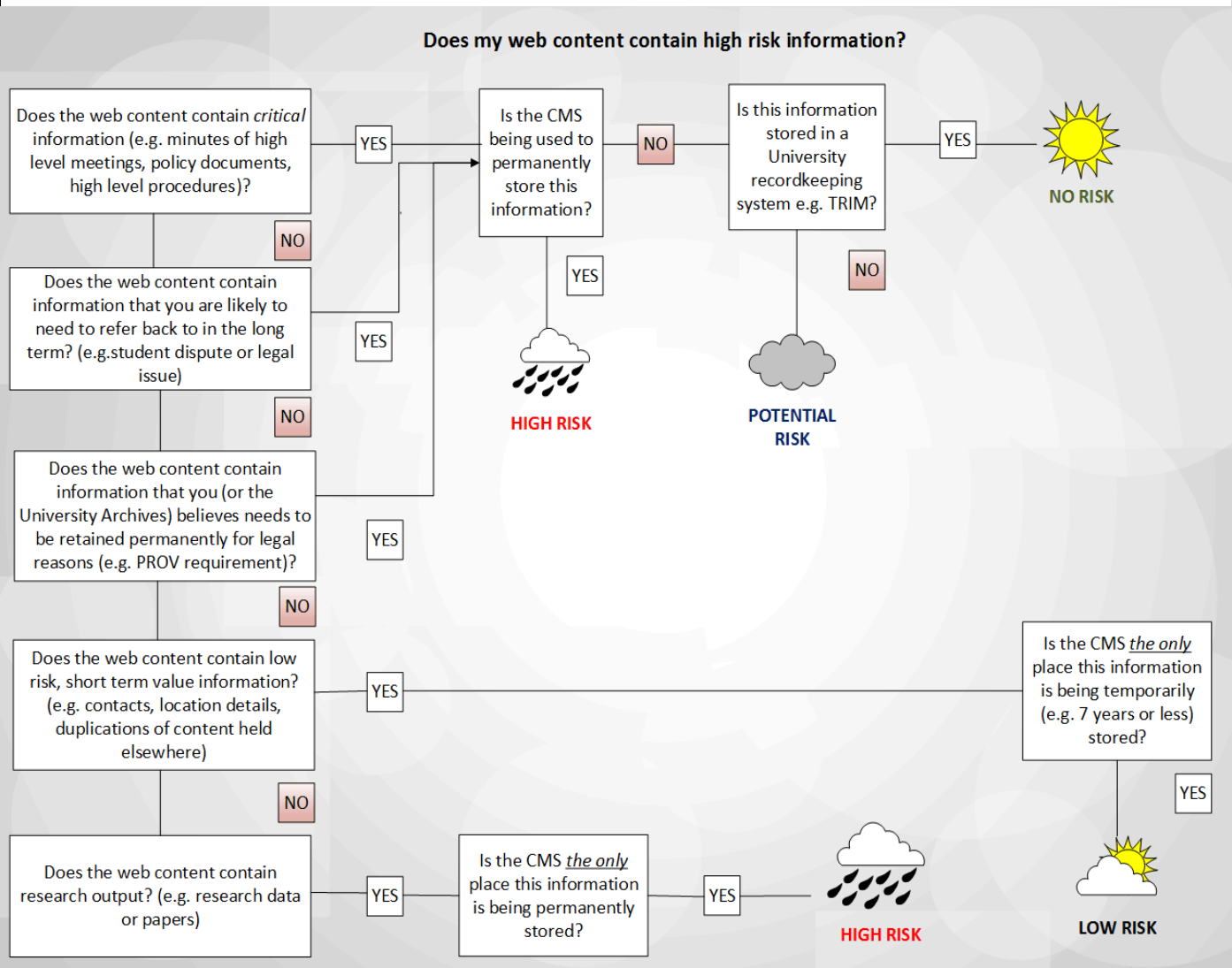
### What to think about when publishing information on your website

#### What is web information?

Web information is anything published onto the web. **Information stored in the University Content Management System (CMS) will only be available for a maximum of 7 years.** In some cases, the information published might also be a University record. Monash University has a legal obligation to create and manage records which support the university's operational and administrative responsibilities and enable compliance with external demands such as audits and Freedom of Information (FOI) requests. Permanent records must be maintained in accordance with relevant Public Record Office of Victoria requirements. Therefore, corporate records must be managed in University recordkeeping systems. **The CMS and the web generally are not approved University recordkeeping systems.**

#### Things to think about when publishing information to your website

The 'decision tree' below is not an exhaustive checklist for determining how to manage web information. The aim of the 'decision tree' is to identify potential risks in managing University information on the web. Ultimately, the key 'decision making' tool for all University records (including those in web format) and how long to keep them and where—is the University Retention and Disposal Authority (see <http://www.adm.monash.edu.au/records-archives/archives/retention-disposal/index.html>).



#### Need Help?

For advice on records management or TRIM, please log a job with the Service Desk Online—<http://monash.edu/esolutions/contact/> or visit the Records and Archives website—<http://www.adm.monash.edu.au/records-archives/> For advice about managing research data etc, please see—<http://monash.edu.au/library/researchdata/>