The Records Management Unit and RMIT Archives are responsible for managing the University's records from their creation to disposal to meet records management compliance requirements. The units appropriately advise and resource the University community to meet such requirements.

Records Management is responsible for:
- central and strategic management of the University's records management framework
- managing the University's electronic document and records management system, TRIM
- leading the University in records management standards and policy direction

RMIT Archives is responsible for:
- managing the University's archival and inactive records collections to ensure preservation, storage and disposal of records in accordance with regulatory requirements
- providing efficient archive records retrieval, transfer and destruction services to enable business units to manage their inactive records
- providing an information resource for administrative, academic and research purposes

Contact
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Archives and Records Management