To assist UNSW staff order Registered files using the Online Form available.

**About**

This document is intended to assist UNSW staff complete the Online File Request Form located at [http://www.recordkeeping.unsw.edu.au/Forms/online_order_form.html](http://www.recordkeeping.unsw.edu.au/Forms/online_order_form.html)

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Introduction

Background

The Online File Request Form located [here](#) allows UNSW Staff to order Registered files from the Records and Archives Office.

The Form sits alongside the RAO01 File Request Form and direct contact with the Records and Archives Office as a means to request a new file.

Process

To Request a New File:

1. Client Unit completes Online File Request Form.

   OR

2. Client Unit completes RAO01 File Request Form

   OR

3. Client Unit contacts Records and Archives Office directly to request file.

This Procedure relates specifically to #1, the Online File Request Form.
Completing the Form

This is a sample of the web-based form to be used when requesting new files, it needs to be completed as fully as possible. The online form can be found here.

Sample Form:

**Please Create a:** New File New Part File
**Date:** Today’s Date
**Staff Member:** (requesting file)
- Name
- Title
- Unit/School/Faculty

**Keyword:** <drop down menu> see Keywords on following page
**Activity Descriptor:** <drop down menu> see Activity Descriptor on following page
**Freetext:** <freetext to complete the file title>
**Previous File:** (if any)
**Next File:** (if any)
**Related File(s):** (if any)
**Other Information:** (any information you feel relevant)
**Send to:** Me
- Other <specify>
- Records and Archives Office for storage

1. Tick a box to request the opening of a new file or new part file. RAO will only create part files for matters which are being dealt within an academic year (Legal or case files exluded.) A part file is only necessary for matters handled within an academic year when the initial file has too many papers on it, otherwise a new file can be created and supersedes the original file if required. This becomes important when the file contents are assessed for disposal.

2. Today’s date.

3. Full details for the person requesting the file.

4. Select a Keyword and Activity Descriptor
   UNSW uses a Functional Thesaurus to classify records. This defines records according to the business function being carried out through the use of a mandatory Keyword and Activity Descriptor.
   Guidelines on how to select an appropriate Keyword and Activity Descriptor (and the terms themselves) can be found on our website at: https://www.recordkeeping.unsw.edu.au/Procedures/registered_file_users.html#3, or you may contact the Records and Archives Office directly for advice on file titling.

Here are the Keywords currently used at UNSW:

<table>
<thead>
<tr>
<th>ASSESSMENT MANAGEMENT</th>
<th>FLEET MANAGEMENT</th>
<th>PUBLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWARDS MANAGEMENT</td>
<td>GOVERNMENT RELATIONS</td>
<td>RESEARCH MANAGEMENT</td>
</tr>
<tr>
<td>COLLECTIONS MANAGEMENT</td>
<td>INDUSTRIAL RELATIONS</td>
<td>STAFF DEVELOPMENT</td>
</tr>
<tr>
<td>COMMERCIALISATION</td>
<td>INFORMATION MANAGEMENT</td>
<td>STRATEGIC MANAGEMENT</td>
</tr>
<tr>
<td>COMMUNITY RELATIONS</td>
<td>LEGAL SERVICES</td>
<td>STUDENT MANAGEMENT</td>
</tr>
<tr>
<td>COMPENSATION</td>
<td>OCCUPATIONAL HEALTH &amp; SAFETY</td>
<td>STUDENT SERVICES</td>
</tr>
<tr>
<td>EQUIPMENT &amp; STORES</td>
<td>PERSONNEL</td>
<td>TEACHING &amp; LEARNING</td>
</tr>
<tr>
<td>ESTABLISHMENT EXTERNAL RELATIONS</td>
<td>PROGRAM MANAGEMENT</td>
<td>TECHNOLOGY &amp; TELECOMMUNICATIONS</td>
</tr>
<tr>
<td>FINANCIAL MANAGEMENT</td>
<td>PROPERTY MANAGEMENT</td>
<td>UNIVERSITY GOVERNANCE</td>
</tr>
</tbody>
</table>

5. Freetext Further terms that make up the file title.
They should identify the nature of the business transaction. You can find appropriate terms in the UNSW Thesaurus on the Records and Archives Office website, or you can use your own words.

A file title will detail:

- work projects being managed or undertaken by UNSW staff or contractors;
- individuals and companies or other organisations being assisted and advised by UNSW;
- industry and community organisations on which UNSW is formally represented or has some other interest;
- information, products or services being offered, sold to, evaluated or procured by UNSW;
- UNSW information, products or services being offered, sold to, evaluated or procured by individuals and other organisations;
- maintenance and management of UNSW assets, financial and human resources, policies /procedures
- people and organisations making inquiries, representations, requests or complaints;
- the location(s) at which work is being undertaken;
- the Financial or Calendar Year in which the transaction(s) occur.

If you’re having problems completing this form, please contact the Records and Archives Office for assistance.
Keywords and Activity Descriptors

A summary of Keywords and Activity Descriptors used:

- **Keywords:**
  
  ASSESSMENT MANAGEMENT  
  AWARDS MANAGEMENT  
  COLLECTIONS MANAGEMENT  
  COMMERCIALISATION  
  COMMUNITY RELATIONS  
  COMPENSATION  
  EQUIPMENT & STORES  
  ESTABLISHMENT  
  EXTERNAL RELATIONS  
  FINANCIAL MANAGEMENT  
  FLEET MANAGEMENT  
  GOVERNMENT RELATIONS  
  INDUSTRIAL RELATIONS  
  INFORMATION MANAGEMENT  
  LEGAL SERVICES  
  OCCUPATIONAL HEALTH & SAFETY (OH&S)  
  PERSONNEL  
  PROGRAM MANAGEMENT  
  PROPERTY MANAGEMENT  
  PUBLICATION  
  RESEARCH MANAGEMENT  
  STAFF DEVELOPMENT  
  STRATEGIC MANAGEMENT  
  STUDENT MANAGEMENT  
  STUDENT SERVICES  
  TEACHING & LEARNING  
  TECHNOLOGY & TELECOMMUNICATIONS  
  UNIVERSITY GOVERNANCE  
  STUDENT FILES  

- **Activity Descriptor:**

  The Activity Descriptor used is dependent upon the Keyword selected. The Online Form automatically limits your Activity Descriptor selection to those available under Keyword selected.

  A full list of Activity Descriptors available and detailed Keyword definitions can be found on the Records and Archives Office website under Procedures.

Further Questions

If you would like further advice with any aspect of this process, please contact the Records and Archives Office.

Records and Archives Office  
Room 119, HR Level 1 Chancellery Building  
Email: records.admin@unsw.edu.au  
Telephone: 02 9385 2596