[Records Governance Policy](#) Schedule (created under clause 53(h))

Schedule of Information Management Systems Approved for Recordkeeping

(1) Content Manager - TRIM is proprietary software designed with full record keeping compliance functionality. It is the University's central recordkeeping system, a digital repository that accepts records through automated processes, system integration, or through manual means, such as individuals interacting directly in the system day to day. It also tracks the existence and management of physical record collections. Content Manager is managed by Records Governance Services. It is suitable for all record types.

(2)The table below outlines the approved recordkeeping systems and the records for which the system is approved to keep.

Administrative Note: A project is underway to review legacy business system and update this schedule. Business system owners who have previously completed a [Business System Recordkeeping Assessment Checklist](#) should contact records@newcastle.edu.au for more information/ status update. Other business system owners may request an assessment of a business system's recordkeeping functionality by contacting records@newcastle.edu.au

Business Category	Approved Systems (including caveats)
Administrative day to day	Content Manager - TRIM Service Now (pending final approval)
Communications, Community and Global	Content Manager - TRIM
Clinical and Research Data, and Analysis	Content Manager - TRIM
Collaboration and knowledge sharing (NOTE: Exceptions – any Permanent value records will need to be migrated to an approved archival system (eg TRIM) after collaboration ceases)	Content Manager - TRIM
Contracts, Agreements, Permits, Certifications (NOTE: For final executed; legally binding documents; licences to operate)	Content Manager – TRIM RecordPoint
Environment, Emissions, Sustainability	Content Manager - TRIM
Financial, Budgeting, Accounts and Payroll	Content Manager - TRIM Finance One – records with retention classification less than 3 years
Governance, Compliance, Duty of Care (including HESF obligations)	Content Manager - TRIM RecordPoint

[Records Governance Policy](#) Schedule (created under clause 53(h))

Business Category	Approved Systems (including caveats)
Historically, Culturally Significant	Content Manager - TRIM
Legal Matters	RecordPoint Content Manager - TRIM
Minutes of Meetings	Content Manager - TRIM for official governance committees and decision-making bodies.
Policy and Delegations	Tweek
Project Management and Case Files	Content Manager - TRIM
Property, Facilities, Security, and Infrastructure	Content Manager - TRIM CCTV Recording Systems
Research and Research Data	Content Manager - TRIM
Student Placement and Practicum	Sonia - records with retention classification less than 3 years (approved until 2026) Content Manager - TRIM
Student Services	Content Manager - TRIM NUSTAR (student system)
Teaching and Learning	Content Manager - TRIM NUSTAR (student system) CourseLoop (Program and Course design)
Workforce Management	Content Manager - TRIM Alesco

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