

Approved Business Systems Guideline

Section 1 - Background

(1) This Guideline describes approved electronic document management platforms and key business systems used at ACU.

Section 2 - Purpose

(2) The purpose of this Guideline is to list the approved document management platforms and key business systems used to capture, manage and store electronic business records at ACU.

Note: The default university approved Electronic Document Records Management System (EDRMS) is OpenText Content Manager (previously known as TRIM). This application is administered by the Records and Archive Management (RAM) Unit in the Legal Assurance and Governance Directorate. This application complies with the ISO15489 records management standard.

(3) Platforms specifically designed for electronic document management that are used to manage mixed business subject matter at ACU are noted with an asterisk in this guideline. These platforms contain records predominantly created using the MS Office suite of products.

(4) The University utilises a range of other core systems that are required and used to create and manage business records for specific purposes and transactions (e.g. finance records, staff records and employee records). These applications (apart from inMailx for email integration with OpenText Content Manager) are not managed by the Records and Archive Management Team.

(5) ACU utilises a de-centralised records management model. This means that individual business system owners are responsible for correct management of business records. This includes management of appropriate security controls, privacy controls and retention and disposal actions as defined in the following documents in the ACU Policy Library:

- Information Security Policy;
- Information Security Procedure;
- Privacy Policy and Employee Records Privacy Policy;
- Privacy Obligations and Requirements Guideline; and
- Records Retention and Disposal Schedule.

(6) This document will be updated when old business systems are decommissioned and new business systems become available.

Section 3 - ACU Approved Electronic Document Records Management System (EDRMS)

(7) The approved ACU EDRMS is listed below:

Approved Electronic Document Records Management System	Purpose	Business System Owner
*OpenText Content Manager (TRIM)	Default approved Electronic Document Record Management System (EDRMS). This records application is administered by the Records and Archive Management Unit. It should be used for business records that require high-level security. This application contains an established Business Classification System (BCS). The application includes advanced security, audit controls and retention and disposal functionality as default functionality.	Chief Legal Assurance and Governance Officer

Section 4 - Key ACU Business Systems

(8) Key business systems used by ACU staff are listed in the table below. The list includes platforms, applications and systems that are needed for specific functions, transactions and activities to support core business as usual work across the ACU enterprise and IT eco-system. They are designed and intended to store and manage business records in a range of formats and outputs

Approved Business System	Record Type	Business System Owner
Alma	Library Management System. This includes the Primo sub-module for bibliography.	Director, Libraries
Aurion	Payroll	Chief People Officer
Banner and Banner Document Management	Student records	Academic Registrar and Director, Student Administration
Canvas	Student learning management	Director, Centre for Education and Innovation
CARM	Risk Management System	Chief Legal Assurance and Governance Officer
Curriculum Management Approval System (CMAS)	Management of course approval processes	Academic Registrar and Director, Student Administration
Chemwatch	Chemical registers and WHS risk assessments for hazardous chemicals	Chief People Officer
DDMS	Disability Data Management System	Director, Student Experience and Enhancement
Diligent	Board management software used for distributing meeting papers securely and digitally	Chief Legal Assurance and Governance Officer
inMailX	Email integration application for Content Manager and SharePoint Online	Chief Legal Assurance and Governance Officer
InPlace	InPlace supports all users (University, Employers and Students) in a single fully integrated system showing a consistent and current view of all placement related activity.	Director, Centre for Education and Innovation

Approved Business System	Record Type	Business System Owner
Jovexa	Policy Development Software	Chief Legal Assurance and Governance Officer
Orion	Research management	Academic Registrar and Director, Student Administration
Riskware	WHS management system	Chief People Officer
ServiceNow	Staff and student inquiries (Service Central and AskACU)	Chief People Officer
*SharePoint Online	Document Management platform managed by the Information Technology Directorate for electronic business records that cover a wide (mixed) range of subject matter created across the University. Records in this platform are primarily created using the MS Office suite of products. It is also integrated with Microsoft Teams.	Chief Information and Digital Officer
StarRez	Student accommodation records	Director, Student Experience and Enhancement
TechOne	Financial administration	Chief Financial Officer

Section 5 - Review

(9) Unless otherwise indicated, this Guideline will still apply beyond the review date.

Status and Details

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Responsible Executive	Diane Barker Chief Legal Assurance and Governance Officer
Responsible Manager	Warwick Elvin National Manager (Records and Archive Management)
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