HPE RM Help Sheet 2

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requests, Resubmits &amp; Bring Ups</th>
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<tbody>
<tr>
<td>HPRM Reference</td>
<td>INT06/7777</td>
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<tr>
<td>Commencement Date</td>
<td>7 November 2006</td>
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<tr>
<td>Last Modified</td>
<td>31 May 2017</td>
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<tr>
<td>Review Date</td>
<td>31 May 2019</td>
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What is a Request/Resubmit/Bring Up?

A request is used to recall a record on a one off basis. Alternatively, you may set a recurring resubmit so that the record is sent to you on a regular basis. Bring Up is another form of terminology that has the same meaning as a request or resubmit.

Examples of applications include:

- Documents needed for a meeting in two months' time;
- To alert you that a lease is due to expire;
- Documents required for signature;
- A report that requires updating weekly;
- A folder containing committee papers;
- Policy or procedures that require reviewing at regular intervals;
- To chase up on a business decision that is to be made at a meeting in the future;
- Or any other reason you may have to bring a document or folder for your attention.

How do you place a request or resubmit?

The technology you have available will prescribe which method to apply for placing a request or a resubmit on a record. It may be as simple as placing an entry in a calendar to remind you that you need to recall the record, implementing a specific business unit register for resubmits or requests, or using a recordkeeping system such as HPE RM that has this functionality built into it. Regardless of which method is utilised, placing a request or resubmit is not a fully automatic process, as it requires human intervention to ensure that these requests/resubmits are followed up on.

Why do we need to manage requests and resubmits?

Some contracts and leases require reviewing for a variety of reasons prior to the cessation date. Some of the terms of these contracts and leases can be of significant length (for example, 99 year leases are not uncommon for property), which means it is extremely important that these documents are managed to ensure that their cessation dates are not forgotten. A request/resubmit achieves this by ensuring documents are ‘flagged’ for attention at a time in the future specified by the action officer.
If we do not manage this process the risk is that crucial business decisions will not be made in a sufficient time frame or not made at all. Contracts could cease without knowledge or automatically carry forward if notice is not received by a third party, and officers could be left ill prepared for a meeting, review process or decision.

How do we manage requests and resubmits?

The use of requests and resubmits should be incorporated as part of the business processes for whatever business process you are undertaking, e.g. contract management.

You will need to assign the responsibility to specific positions within the business unit to ensure that certain documents have a request applied and a process put in place. You will also need to ensure that the requests/resubmits are checked regularly (daily/weekly) by a nominated staff member, and that the required documents are made available for review by the appropriate University officer on their request/resubmit date/s.

Individuals who are leaving their positions/roles and managed their own requests/resubmits in a calendar will need to ensure that any requests or resubmits they have placed are passed on to their successor.

There should be written procedures to assist the business unit to be able to complete this task into the future. These procedures will need to be updated to reflect staff changes that may take place, to provide continuity of the request/resubmits process and to ensure that these requests/resubmits are followed up on as and when they are needed.

Further information

For more information, please visit our website at [www.utas.edu.au/it/records](http://www.utas.edu.au/it/records).

If you need help, please contact the Records Management Unit at [RMU.Staff@utas.edu.au](mailto:RMU.Staff@utas.edu.au).