



Purpose

All staff are required to lodge signed contracts and agreements as legal documents with Records Services to form the University of Adelaide's legal document register in Content Manager (CM).

Scope

This ensures that all legal document metadata is available within Content Manager and that all active agreements are managed and accessible by the relevant parties for the U

D2023/248814	Legal Document Lodgement Procedure	Effective Date:	July 2023	Version 1.0
Authorised by:		Review Date:		Page 1 of 8



Does this agreement include any International Party? Yes No

It is important to identify if the agreement is with or includes any international party(ies) and what country(ies) they are from. This provides the University with a central repository of all its formal engagement around the world and the nature of that engagement at both country and individual levels.

If you tick “yes” to international party, further details will need to be provided under section 4b of the form - Other party contacts. Once completed, you will be able to search and report on all agreements within the University with a particular country or a particular organisation e.g., Canada or the University of British Columbia.

Is it classified as a “significant contract” under the Contracts & Agreements Policy Yes No

To determine if your contract is considered “significant”, please go to the Contracts & Agreements Policy and Legal Services website for further information.

adelaide.edu.au/policies/2964/?dsn=;dsn=policy.version;field=data;id=;id=36965;m=login;m=view

FOI Confidentiality Clause added? Yes No

To determine if a Freedom of Information (FOI) confidentiality clause is required for the agreement, please [refer to the Legal Services briefing note regarding FOI Confidentiality Clauses.](#)

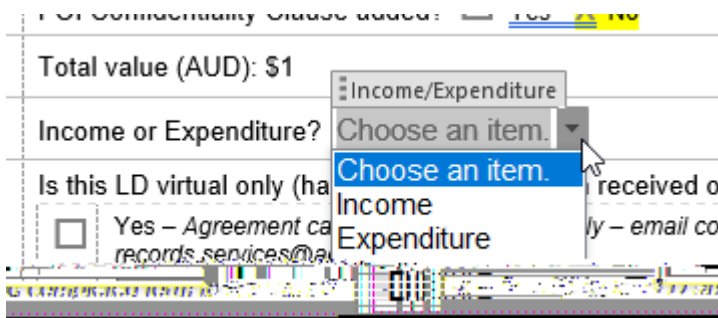
Total value (AUD): \$1

If known and applicable, please add the total value of the agreement in AUD.

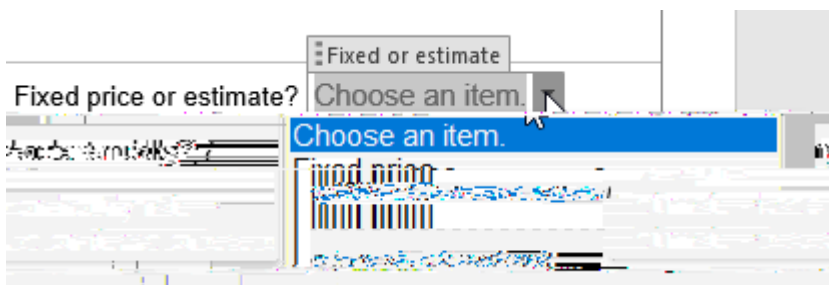
Income or Expenditure?

Fixed price or estimate?

Income or Expenditure can be selected from a drop-down menu on the lodgement form – please see below



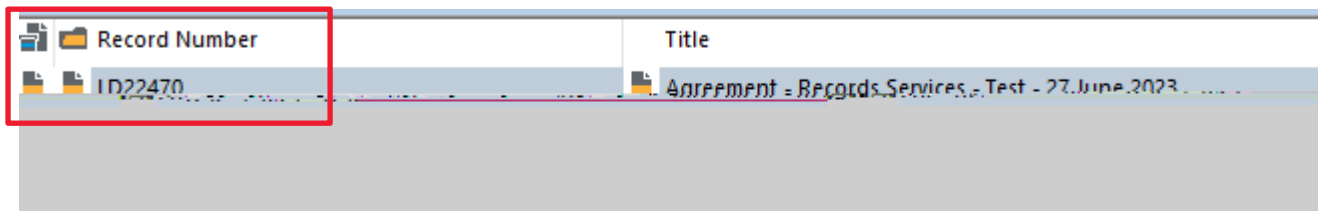
Fixed price, Estimate – based on hourly rate or Estimate – depends on items ordered can be selected from a drop-down menu on the lodgement form – please see below



Is this LD virtual only (has the agreement been received only electronically)?

Yes – Agreement can be lodged electronically –

Name Danna Slessor-



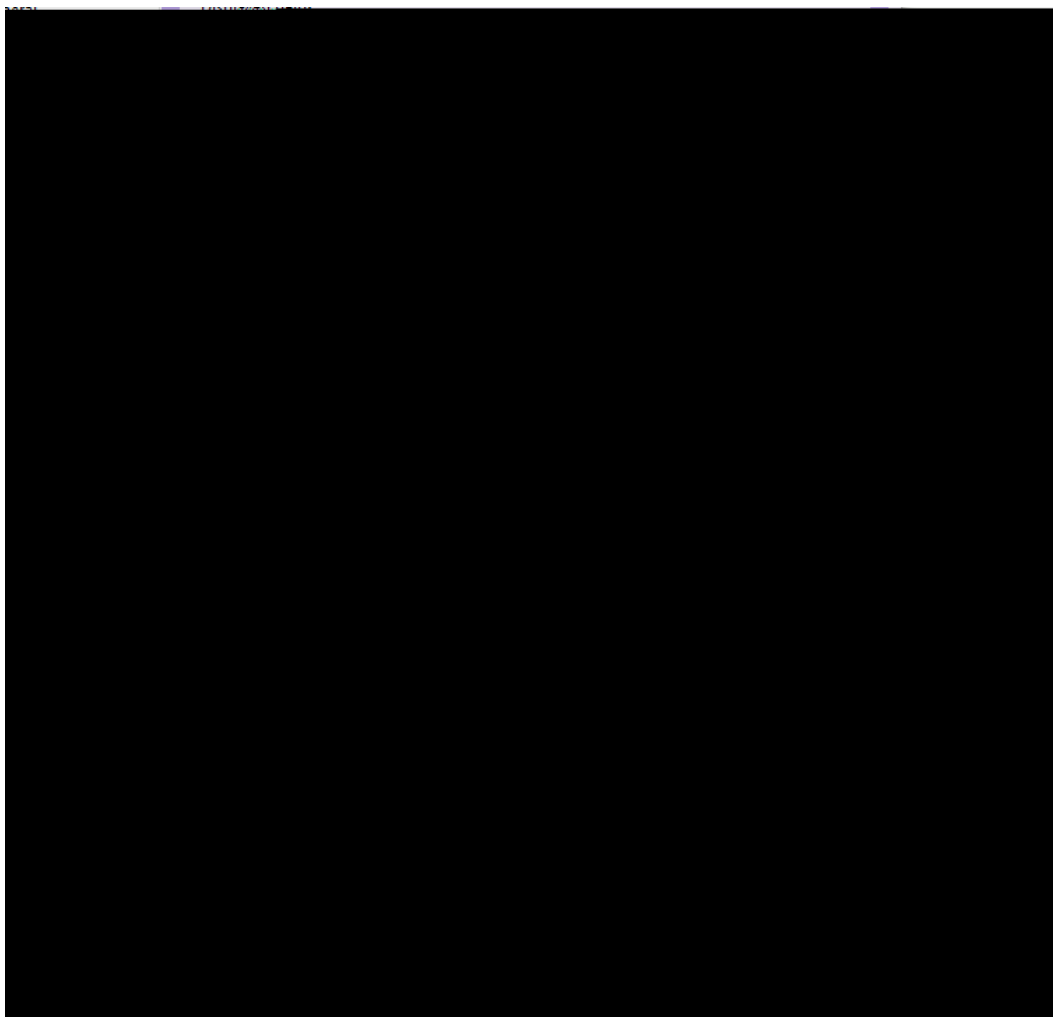
All Information about a signed legal document is available to all University of Adelaide Content Manager users. This can help other teams with reporting and understanding what agreements the University has in place. Only the people in the nominated security groups are able to view the document.

Access To	Details
View Document	People in (Legal Document Group)
View Metadata	<Unrestricted>

If you need to view an expired agreement or an existing agreement that you are not able to access, please contact records.services@adelaide.edu.au

The legal document record type has all the metadata (or information) provided on the lodgement form and can be searched by any of those fields. It also allows users from all areas to report on any of the fields that might be relevant to their area. An example would be all the agreements the University has with international parties.

Below is an example of what the LD and all the information from the lodgement form looks like in Content Manager.



Reports from Content Manager

Records Services can assist with setting up regular searches for areas as well as creating dashboards using our reporting tool, Reportilize. (Example [bi](#))

Version: 1

Date of creation/review: