

Records Management policy

University of London Records management
UoL website link: <http://www.london.ac.uk/955.html>
Email: Records.management@london.ac.uk

4 Records are the evidence of our actions and decisions as a University

A record is any information created or received and maintained as evidence of business by a person or organisation. These records can be paper based or electronic. Some records are essential for on going work, such as a student case file. Some records are required to be archived for a statutory period, such as financial records. As a charity and public authority, the University also has a duty to keep some records simply as evidence of what was done and why.

Records are kept by the University for the following purposes:

Administrative value

Records which provide evidence of our actions, activities and decisions as a University

Financial value

Evidence of the way in which our money was obtained, allocated, controlled and spent

Legal value

Records which will provide the source of the authority for actions taken by the University or individuals and show evidence of title, contractual obligations, duties and privileges

Historical value

Records which supply the corporate memory of the central University and its Institutes. This will include records created for the purposes highlighted above, retained for historical reasons.

Records are stored in a variety of location and formats:

Paper files

Paper records stored in offices or transferred to the University's paper record store

Shared drives, personal drives and emails

Records produced day to day by staff at their computers and stored in network drives and email accounts provided by the University

IT systems

Systems dedicated to holding information and data to support a specific business process, such as accounts payable, the library catalogue or student registration

A record will be in one of three states during its

5 Keeping accurate records is the responsibility of every member of staff

Most records management decisions are taken by staff in the course of their day to day work.

The duty to comply with the Data Protection Act 1998 – with its emphasis on the handling and retention of personal information – is part of the terms and conditions of all members of staff.

Staff are also responsible for following the University's procedures regarding records, which can be found on the University's staff intranet pages.

The University Records Manager will provide the following training and information for staff on records management:

Online training

Online training around information compliance is provided on the Staff Development e Learning site.

Web pages

The records management page of the University website will feature this policy and relevant procedures.

Intranet pages

The records management page of the staff intranet will feature guidance and practical information for staff around records management. Records management or information compliance issues will be communicated via intranet news items to keep staff informed and maintain awareness.

Response to queries/ provision of advice

Staff can contact the records management team by phone or by email for advice on specific issues regarding records or procedures

6 There are risks around records which need to be managed

Risk Management is about identifying what could go wrong and ensuring that appropriate procedures are in place to prevent these risks from occurring.

There are risks around records such as loss, damage or

7 Recordsshouldbe

8 The public has a right to access our records

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10 Versioncontrol

Procedure approved as *Records Management and Archive Policy* November 2002; updated as *Records Management Policy* 13/12/11.

Date	Version	Reason for change	Author
June 2011	0.1	Initial draft	University Records Manager
July 2011	0.2	Minor alterations and changes suggested by Legal and Constitutional Adviser	University Records Manager
December 2011	1.0	Approved by the Information Management Group	University Records Manager
January 2017	1.1	Updated to encompass changes arising from Programme Beveridge and implementation of new offsite storage contract.	University Records Manager