

## **Records Management Policy**

### **Introduction:**

The University recognises that the efficient management of its records is necessary, to support its core functions, to comply with legal and regulatory obligations and to contribute to the effective overall management of the institution. This document provides the policy framework through which this effective management can be achieved.

1. Scope of Policy
2. Objectives
3. Responsibilities
4. Relationship with existing Policies
5. Available guidance for implementation of the Policy

### **1. Scope of the Policy**

This policy applies to all records created, received or maintained by staff of the institution in the course of carrying out their corporate functions. Records and documentation created in the course of research, whether internally or externally- funded. Are also subject to contractual record-keeping requirements.

Records are defined as all those documents, which facilitate the business carried out by the University and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

Records management is defined as a field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including process for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

A small percentage of the university's records will be selected for permanent preservation as part of the institution's archives, for historical research and as an enduring record of the conduct of business.

### **2. Objectives:**

To effectively manage records, which will represent a key asset to the University.

The University Records Management Policy has the following specific objectives:

- To instil good practice in records management across the University.

- To ensure information can be retrieved quickly and efficiently.
- To provide a basis for a university-wide record-keeping program to manage records from their initial stages to record destruction or permanent retention as set out in the Records Retention Schedule.
- To ensure that the University's record-keeping practices comply with the legislative requirements of both the Data Protection and Freedom of Information Acts.
- To ensure that electronic records are managed as part of a comprehensive record keeping program.
- To inform University staff of their record-keeping responsibilities in order that records are managed as a unified corporate resource.

### **3. Responsibility:**

The University has a corporate responsibility to maintain its records and record-keeping systems in accordance with the regulatory environment. All staff employed by the University are responsible for the proper management of the records they create and use. They must ensure that records for which they are particularly responsible are accurate and are maintained and disposed of in accordance with the Records Retention Schedule. The Records & Compliance Officer is responsible for the development and maintenance of Records Management throughout London Metropolitan University.

Responsibility for the management of files created in each department and/or section should, ideally, be allocated to an individual in each department and/or section. The designated individual should also liaise with the Records & Compliance Officer concerning all aspects of Records Management.

### **4. Relationship with existing policies**

This policy has been formulated within the context of the following University documents

Information Strategy available at  
<http://www.londonmet.ac.uk/foi/>

Freedom of Information available at [www.londonmet.ac.uk/foi](http://www.londonmet.ac.uk/foi/)

Data Protection Policy available at  
<http://www.londonmet.ac.uk/data-protection>

Compliance with this policy will in turn facilitate compliance with all record-keeping and information-related legislation [specifically FOI 2000 and DPA 1998] affecting the University thereby protecting the interests of the University and its stakeholders.

## **5. Guidance**

Guidance on the procedures necessary to comply with this Policy is available from the University Secretary's Office.

### *References*

*ISO 15489:20001 Records Management (ISO, 2001)*  
*Code of Practice on the Management of Records under Section 46 of the Freedom of Information Act 2000, Draft Version 27 (Lord Chancellor's Department, July 2002)*

8th November, 2006