

## UNIVERSITY OF BATH RECORDS MANAGEMENT POLICY

### 1. INTRODUCTION

The University values its records as an institutional asset and recognises the importance of effective records management in enhancing institutional efficiency, supporting business continuity and demonstrating compliance with legal and regulatory requirements.

#### 1.1 Purpose of policy

To support the creation, maintenance and retrieval of records that are necessary, accurate, authentic and fit for purpose.

To ensure that records of vital importance for the continuing operations of the University are identified and managed systematically.

To regulate compliance with legislation relevant to the capture, processing and retention of records.

To minimize duplication of records and maximize effective use of records storage space across the University.

To facilitate the selection of material suitable for permanent preservation in the University Archives.

To manage the disposal of records in an organised, efficient and, where necessary, secure way.

#### 1.2 Definition of terms

A record is any information captured in a reproducible format and maintained as evidence of an activity or transaction.

Records management is a system for controlling the creation, maintenance and disposal of records in a way which facilitates their most appropriate, efficient, effective and compliant use.

#### 1.3 Scope

This policy is inclusive of all types of records regardless of their format. It applies to all records created, received or maintained by University staff in the course of conducting institutional business.

### 2. POLICY STATEMENTS

The University undertakes to manage its records efficiently and effectively in support of its operational activities and to comply with relevant national legislation.

Procedures and guidance covering the retention and disposal of different institutional record types are developed, made available via the University's web pages and implemented as required.

The University will maintain an institutional Records Centre for the efficient, cost-effective and secure storage of semi-current records.

Records of lasting historical value will be transferred to the University Archives for permanent preservation.

Members of staff will receive training and advice on good records management practice as required.

### **3. ROLES & RESPONSIBILITIES**

The University Secretary has overall responsibility for the University's Records Management Policy.

The University Archivist & Records Manager is responsible for the development and implementation of records management procedures throughout the University.

Faculty/School directors of administration and heads of administrative departments/sections are responsible for ensuring that records are managed effectively within their area.

All members of staff have a responsibility to manage the records in their keeping in accordance with institutional records retention and disposal procedures.

### **4. RELATED POLICIES AND PROCEDURES**

Procedures for the retention and disposal of records  
Data Protection Policy  
Freedom of Information Policy  
Research Data Policy  
IT Security Policy

### **5. DOCUMENT CONTROL INFORMATION**

<b>Owner</b>	University Archivist & Records Manager
<b>Version number</b>	2.0
<b>Approval Date</b>	13th January 2016
<b>Approved By</b>	Executive Committee
<b>Date of last review</b>	2015