

## ISC13D026

**Title:** *Records management update*  
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### **Issue**

An update on the progress of establishing Records Management best practice at the institution.

### **Recommendation**

Recipients are invited to consider the report.

### **Resource Implications**

Records Management is being resourced from within existing budgets.

### **Risk Implications**

The risks associated with not doing records management were discussed in the original proposal considered at the June 2011 ISSC meeting.

### **Equality and Diversity**

The proposals are not expected to impact on groups with protected characteristics, and no adverse impact has been identified.

### **Timing of decisions**

Not applicable.

### **Further Information**

- Raymond Scott (ISD), x3561, [r.scott@uea.ac.uk](mailto:r.scott@uea.ac.uk)
- The University Records Management policy is available at <http://www.uea.ac.uk/is/strategies/infregs/recordsmanagement>.
- Progress on the development of department records retention schedules is being reported at <https://intranet.uea.ac.uk/is/strategies/infregs/Records+management/RM+Contacts>

## Background

The University has a Records Management policy<sup>1</sup>, originally released in June 2010 and revised and approved by the ISSC at their meeting on 11 June 2013. Work on implemented the policy was also driven by the commitment made by the Vice Chancellor on 10 December 2010 in the ICO undertaking which stated:

*“(3) The importance of good records management is embedded into the University’s information management processes, procedures and culture;”*

An implementation plan was agreed in November 2011, and since then work has been undertaken in every department to establish records management.

Previous updates to ISSC (in November 2012, February 2013, June 2013 and November 2013) have reported on the progress towards completing a full set of records retention schedules for all departments. While the majority of departments have got something in place, others, for a variety of reasons, have been slower to complete a data audit and develop and sign off retention schedules.

## Update

When records management was last reported to the ISSC in November 2013, we reported that only a few records retention schedules (RRSs) remained still to be completed and approved.

An action resulting from the discussion was to aim to provide a confirmation report back on the completion of the outstanding RRSs by DOS and ARM. We can confirm that these two RRSs have been completed. They are both available on the ISD records management web pages alongside all other departmental RRSs at:

<https://intranet.uea.ac.uk/is/strategies/infregs/Records+management/RRS%3a+department+policies>

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<sup>1</sup> <https://intranet.uea.ac.uk/is/strategies/infregs/Records+management+policy>