Records Management Office: Service Description

Service objectives

- To create, organise and promote effective and sustainable records management systems for the University's records: supporting the implementation of the University's Corporate Plan, Information and Records Management Strategies.

- To provide advice, expertise and training on the implications for the University of the Data Protection Act 1998 (DPA), the Freedom of Information Act 2000 (FOIA), the Environmental Information Regulations 2004 (EIRs), and their associated legislation: promoting openness, creativity and accountability as the creators and custodians of knowledge.

- To maintain and preserve the University’s archival record: participating in dissemination and outreach activities in relation to the University’s archive and history, promoting awareness, inclusivity and engagement with the University’s history and records.

Values

The following values support those of the University in its Corporate Plan and inform the vision and objectives of the Records Management Office.

- Encouraging openness, creativity, participation and innovation
- Facilitating the creation, curation and dissemination of knowledge and information assets
- Supporting staff, students and stakeholders in the management of records, compliance, risk
- Applying the best ethical standards

Priority objectives

- Create record retention schedules for core university functions and activities
- Work with departments to identify suitable provision the accommodation for inactive records
- Provide staff training in records management, data protection and freedom of information
- Provide advice in interpreting the Data Protection and Freedom of Information Acts, supporting good research conduct, strategic projects and general compliance
- Identify vital records: documents essential to the core functioning of the institution which protect the interests and rights of the University, its staff, students and major stakeholders
- Select, appraise and preserve records of archival value for the University Archive
- Provide dedicated accommodation and finding aids for archival records

Staffing

- Assistant Director of Information – Chris Webb
- University Records Manager and Archivist – Charles Fonge
- Archive and Records Management Assistant – Graham Hughes