

UNIVERSITY OF SUSSEX

RECORDS MANAGEMENT POLICY

The University recognises that the efficient management of its records is necessary to support its core functions, to comply with its legal and regulatory obligations and to contribute to the effective management of the institution. This policy provides the framework through which this effective management can be achieved and audited. The policy should be applied in conjunction with the Master Records Retention Schedule.

1 SCOPE

- 1.1 This policy applies to all records created, received or maintained by University staff in the course of carrying out their contractual duties.
- 1.2 Records are defined as all those documents, regardless of format, which facilitate the business carried out by the University. These records may be created, received and maintained in hard copy or electronically (including emails).
- 1.3 Records and data created in the course of carrying out academic research are subject to additional guidelines (and may be subject to contractual record-keeping requirements).

2 OBJECTIVES

- 2.1 Records management is defined as a field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, distribution, storage and disposal of records. It constitutes a series of integrated systems and processes to ensure that evidence of, and information about, the University's business activities are captured and maintained as viable records.
- 2.2 Records management is necessary to:
 - ensure that the University conducts itself in an orderly, efficient and accountable manner.
 - deliver services to stakeholders in a consistent manner.
 - meet legislative and regulatory requirements.
 - support and document policy formation and decision-making.
 - facilitate the effective performance of activities through the University.
 - provide continuity in the event of a disaster.
 - provide protection and support in litigation including the management of risks associated with the existence or lack of evidence of organisational activity.
 - protect the interests of the organisation and the rights of stakeholders.
 - establish a business and cultural identity and maintain a corporate memory.
- 2.3 The Master Records Retention Schedule sets out those records designated for permanent preservation within the University's archives, as an enduring record of the conduct of business and for historical research.

3 RESPONSIBILITIES

- 3.1 The University has a corporate responsibility to maintain its records and record-

3.2 Information Services Committee is the committee responsible for approving this

5 GUIDANCE

5.1 Guidance on the following aspects of implementation is available from the Governance Office:

- records creation and classification.
- storage of records.
- security issues and access to records.
- transfer and transmission of records.
- records retention.
- archiving of records.
- disposal and destruction of records.
- legislation and external codes of practice affecting record keeping.

6 CONTACTS

6.1 Governance Office
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7 REVIEW

7.1 This Records Management Policy will be formally reviewed every five years.

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