

## RECORDS MANAGEMENT POLICY

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| Organisation                                     | Leeds Beckett University   |
| Author(s)  | Head of Information Governance                                     |
| Developed in consultation with                   | University Secretary<br>Records and Information Governance Manager |
| Owner  | University Secretariat Office                                      |
| Target audience                                  | Staff  |
| Sensitivity                                      | Public   |
| Approved by                                      | Information Management Operations Group                            |
| Endorsed by                                      | University Executive Team  |
| Effective date                                   | 01-11-2020   |
| Review Date                                      | 07-2023  |
| Status   | Published  |
| External references                              |  |
| Links to other internal policies /<br>procedures |  |
| Version reference                                | 1.00   |
| Version history<br>and summary of changes        | No previous versions.  |

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## Introduction/Background

1. The University recognises that efficient and effective management of its records, and the data and information held in them, is necessary to support its core functions and activities, to comply with its legal and regulatory obligations, facilitate internal and external accountability and to contribute to the effective overall management of the institution.

## Legal and regulatory Framework

2. The Leeds Beckett University Records Management Policy sets out the principles that support the University in discharging its records management obligations. These legal obligations include, but are not limited to, the: Freedom of Information Act 2000 (FOIA), the General Data Protection Regulation 2016 (GDPR), the Data Protection Act 2018 (DPA 2018) and the University's statutory and other regulatory obligations.
3. This policy also makes provision for how records (and the data and information they contain) are managed at Leeds Beckett University. The policy is supported by guidance in relation to the management of information and records as part of the University's [Information Governance Framework](#) and displayed on its [records management webpage](#).
4. In instances when data and information are captured in a tangible form (e.g. in an MS Word document or MS Excel spreadsheet) they can benefit from management throughout their lifecycles to ensure that best use is made of them as assets and to ensure that they meet the compliance requirements of the environment they exist within. The discipline of records management assists with the systematic control of the: creation, receipt, maintenance, use and disposition of data and information throughout its lifecycle in the form of records.
5. To aid with the management of data and information as records at the University this policy provides a definition of a record and makes provision for its lifecycle management. The policy adheres to the definition of a record as set out in ISO BS 15489:1 2016 (Information and documentation – Records Management). This standard defines a record as: *'information created, received and maintained as evidence and as an asset by an organisation or person, in pursuit of legal obligations or in the transaction of business'*.
6. ISO BS 15489:1-2016 also sets out that *'Records, regardless of form or structure, should possess the characteristics of authenticity, reliability, integrity and usability to be considered authoritative evidence of business events or transactions and to fully meet the requirements of the business'*. To these ends this policy sets out six principles that make provision for the management of records throughout their lifecycle with the aim of ensuring that a consistent approach is taken to their administration at the University.

7. The Leeds Beckett University's Records Management Policy contains two parts. Part 1 sets out the policy and Part 2 makes provision for its supporting principles and processes.

#### **CONTENT CONSIDERATIONS**

The public has a general right of access to:

- the recorded information held by the University under FOIA;
- A data subject's own personal data under the GDPR and DPA 2018;
- access in line with the provisions of any other legislation that provides a right of access to information.

The Leeds Beckett [Access to Information Policy](#) sets out the University's obligations under FOIA, GDPR and DPA 2018 to provide this right of access. In each case access is granted unless an exemption applies under each of these access regimes.

This means that: email correspondence, physical documents, electronic documents (digitised/born digital), microfiche, sound and audio-visual records (this list is not exhaustive) could be in scope of an information access regime (i.e. each access regime has specific requirements of what is in scope of its provisions).

It is important that data, information and records created, or held at the University are managed in line with the provisions of the University's [Information Governance Framework](#).

The information you create is representing the University and therefore its content should be in line with the University's [vision and values](#).

## PART 1 - POLICY

### Purpose and Scope

8. Our University recognises that effective records management and retention is fundamental to organisational efficiency, and is required to help ensure that the information held in the records of our University activities:
  - a) are captured, stored, retrieved and destroyed or preserved according to need and necessary regulatory requirements;
  - b) are available to form a reconstruction of activities that have taken place and provide information, and evidence of, past or planned decisions and actions;
  - c) can meet the long-term research or societal expectations of our University;
  - d) are fully exploited to meet current and future needs, and to support change;
  - e) can be accessed, interpreted, contextualised and trusted by those who need to make use of them; and
  - f) can be maintained through time, notwithstanding format obsolescence.
9. Staff may be tempted to retain documents indefinitely, but this should be avoided as the University needs to consider its obligations under the General Data Protection Regulation 2016 (GDPR) and Data Protection Act 2018 (DPA 2018), in particular, the obligation on our University not to retain Personal Data for longer than is necessary. "Personal Data" is defined within GDPR and DPA 2018 and means information relating to living individuals who are identifiable from that information or from that information together with other information held by our University. All personal data must be processed in accordance with the University's [Data Protection Policy](#) which forms part of the University's [Information Governance Framework](#).
10. This Records Management Policy applies to all records that are created, received or held in any format (e.g. physical, digitised or born digital) within a University system or within a physical store during their lifecycle. This includes records relating to teaching and research activities, as well as commercial and administrative support functions.
11. Records exist in a wide variety of formats and can include, but are not limited to, paper based documents and files, electronic documents (including e-mails), spreadsheets, presentations, databases, clinical data, medical records, photographs, microfiche; social-media, webpages, film, slides, video and in electronic (digital) or (physical) hard copy format.
12. The University Records Management Policy is published on the University's [Records Management](#) internet pages and demonstrates the University's commitment to taking forward the good practice recommendations in the [Code of Practice on Records Management issued under section 46 of the Freedom of Information Act 2000](#) which includes that '*Authorities should have in place a records management policy, either as a separate policy or as part of a wider information or knowledge management policy*'.

13. The University Records Management Policy also demonstrates the University's commitment to managing data privacy and the data security of records, including the personal data and information held in them, in order to comply with [Article 32 of the General Data Protection Regulation 2016](#) and forms part of the University's [Information Governance Framework](#).

## **Responsibilities and/or Duties**

14. The University Board of Governors is responsible for ensuring that systems are in place to meet all of the University's legal obligations, including the establishment and monitoring of systems of control and accountability.

15. In relation to records management the Head of Information Governance is responsible for:

- Ensuring that Records Management policies, procedures and guidance align with the University's [Information Governance Framework](#).
- Ensuring that the University Records Management policy is kept up to date and that it is relevant to the needs and obligations of the University;
- Developing appropriate Records Management guidance to underpin the policy;
- Communicating guidance on Records Management within the University.

16. The University's Head of Information Governance (within the University Secretary's Office) has delegated responsibility for taking forward the programme of records management work set out at paragraph 12.

17. In relation to wider responsibility for the management of information (including records) the relevant section of the University's [Information Governance Framework](#) sets out that:

- Everyone granted access to University information assets (e.g. email, teaching and learning materials, student and/or staff information, financial information, research information, and the systems used to process these) has a personal responsibility to ensure that they, and others who may be responsible to them, are aware of and comply with the Framework. Failure to adhere to the mandatory requirements of the Framework could result in disciplinary action.
- Everyone is responsible for protecting the University's information assets, systems and IT infrastructure, and will protect likewise those belonging to third parties but used in the course of their work at the University. Protection of University or third party information and assets could be required contractually, legally, ethically or out of respect for other individuals or organisations.

18. The complete provision with regard to responsibilities within the Information Governance Framework can be found on the Records Management intranet page of the University's website.

## Definitions

19. All definitions relating to Records Management, Information Governance and Information Compliance are captured in our short guide titled [Information Governance Definitions](#).

## Core Principles of Leeds Beckett University Records Management

20. The management of records at the Leeds Beckett University is based on six principles which adhere to the 'keeping records to meet corporate requirements' provisions set out in the Lord Chancellor's Code of Practice on the management of records and 'principles for managing records' specified in the British Standard BS ISO 15489-1:2016 'Information and documentation – Records management'.

21. The six principles for the management of records at Leeds Beckett University are:

1. The record is accurate: the University has the information that is needed to form a reconstruction of activities or transactions that have taken place.
2. The record can be accessed: information can be located and accessed by those with the authority to do so and the authoritative version is identifiable where multiple versions exist.
3. The record can be interpreted: the context of the record can be established: who created the document and when, during which business process, and how the record is related to other records.
4. The record can be trusted: the record reliably represents the information that was actually used in or created by the business process, and its integrity and authenticity can be demonstrated.
5. The record can be maintained through time: the structural integrity of the record can be maintained for as long as the record is needed, perhaps permanently (and in line with the provisions of the Leeds Beckett University [Records Retention Schedule](#)) despite changes of format.
6. The record is valued: the record is understood to be an information asset and provision is made to ensure that the principles of accuracy, accessibility, interpretation, trustworthiness and (physical/digital) continuity are upheld throughout its lifecycle.

## Dissemination

22. This policy will be made available to Information Asset Owners (IAO's) as part of their training and made available to all staff through the [Guidance Index](#). The policy will be published on the University internet and disseminated through the Strategic Information Management Group, Information Management Operations Group and the IAO's.

## Monitoring and Compliance

23. This policy will be reviewed by the University Records and Information Governance Manager no less than every three years. Any amendments or additions will be submitted to the Information Management Operations Group for approval. The next review is scheduled for July 2023.

## PART 2 – PROCEDURES AND PROCESSES

### Capture and control of records

24. All digital records created or received during the course of University business must be maintained during their lifecycles at the University within established University information systems. **N.B.** If there is uncertainty about the use of any information system then ensure this is clarified before its use with University [IT Services](#).
25. Digital records should be captured within a University information system as soon as possible after creation so that they are readily available to support the University's business. If digital records are taken out of recordkeeping systems (e.g. printed) they must be managed in accordance with the University's [Information Classification Procedure](#).
26. All digital records systems must be designed and implemented to ensure that the six Records Management principles and the provisions of the [Information Governance Framework](#) are considered and applied for the entire lifecycle of the record. Where a records system is being replaced or superseded by another system the records management principles and the wider information security framework must be adhered to. Where a records system is to be decommissioned, provision must be made for maintenance or transfer of the records so that they remain accessible for the required retention period.
27. All physical records created or received during the course of University business must be maintained in accordance with the University's [Information Classification Procedure](#) and [Information Handling Policy](#) and guidance on the storage of physical records as set out on the University's [Records Management](#) internet pages.

### Email

28. Emails may contain actions and decisions, and must be managed as effectively as other digital information. Email messages that need to be seen by others for business reasons should be stored in a shared University Information system with the appropriate access controls in place to ensure that only those who are authorised to see them have access. This process helps ensure that the information emails contain



can be located and retrieved and regularly reviewed and deleted when that is the appropriate action.

29. Email is a format and messages cannot be treated as a uniform record series with a single retention period. Retention considerations should be determined by the subject matter the email contains and with reference to the University's [Records Retention Schedule](#).

## **Vital records**

30. 'Vital records' are defined as any record that would be vital to ensure the continued functioning of the University in the event of any incident that interrupts its normal operation. Such records should be identified by an Information Asset Owner/Head of a Department. These include, but are not limited to, any records that would recreate the Leeds Beckett University's legal and financial status, preserve its rights, and ensure that it continues to fulfil its obligations to its stakeholders (e.g. current financial information, contracts, proof of title and ownership, research data, HR).
31. Vital digital records must be stored on central servers, so that they are protected by appropriate back-up and disaster recovery procedures. Vital records that are only available in physical format should be digitised (where possible) or duplicated and the originals and copies stored in separate locations. (The duplicates should be clearly marked as a copy of an original record.) If, however, duplication is impracticable or legally unacceptable, fire protection safes must be used to protect the documents.

## **Naming conventions files and records**

32. To ensure that records remain useable and can be located when required to fulfil business objectives they should be named consistently following the Leeds Beckett University's [File Naming Conventions](#) or if applicable the specialist naming conventions in use within a specific professional sector.
33. Where it is absolutely necessary that the naming convention contains personal data or other sensitive information particular attention should be given to its protected storage arrangements in line with the University's [Information Classification Procedure](#) and [Information Handling Policy](#).

## **Classification, storage and handling of records**

34. To ensure that the core principles of records management are adhered to, all University information must be classified, stored and handled in accordance with the University's [Information Classification Procedure](#) and [Information Handling Policy](#). The University will produce and maintain guidance on the storage of records on its [records management internet pages](#).

## Digitisation

35. In instances where digitisation is considered by the University then all processes associated with this activity must adhere to this policy and the University's [Information Governance Framework](#).
36. If the original physical record is to be destroyed post-digitisation then the digitised record needs to be able to be managed as the authoritative record throughout its lifecycle and disposed of, or preserved, in line with the provisions of the University's [Records Retention Schedule](#). Please consult with Records and Information Governance Manager to determine whether or not the physical record is considered to have historical or preservation value.

**N.B.** whilst in certain instances digitisation might help reduce physical storage space requirements through the disposal of the hard copy record, on other occasions it may not be appropriate to destroy the original post digitisation. An example of this might be where the record has intrinsic value (e.g. historical) in its original physical format or the digitised image is not able to be relied on as the authoritative record.

## Access to information and records

37. The [User Management Policy](#) sets out the main access regimes that apply to University records. In terms of internal access to records then in each case it must be for a valid and authorised business reason.
38. Those creating and or storing records must ensure that adequate controls are in place to protect records from unauthorised access, disclosure, alteration and destruction and that they are managed in line with the [Information Governance Framework](#) .

## Disposal of information and records

39. The University manages the lifecycle of its records in line with its University's [Records Retention Schedule \(RRS\)](#). The RRS is a tool that transparently demonstrates how the organisation complies with some of its data protection obligations by making provision for the time periods for which common types of records are retained by the University.
40. It is recommended that academic and administrative departments and all other business units regularly review their entries in the RRS to ensure they reflect the records that they work with
41. Processes should also be put in place to ensure that disposal actions are carried out and recorded in relation to specific records at the appropriate time.
42. The disposal of information and records, as codified in the University RRS, also adheres to the practices that the Lord Chancellor's Code of Practice on the management of records, issued under section 46 of the Freedom of Information Act 2000, sets out that it would be desirable for the relevant authorities to follow in connection with the keeping, management and destruction of their records.

43. The RRS is a living document and is subject to ongoing review and development at the University. If on accessing the RRS it is found that the schedule does not make provision for a type of record then this should be brought to the attention of the University's [Head of Information Governance](#) to consider its potential inclusion in the RRS.
44. The act of disposing of a record must be carried out in line with the provisions of the University's [Information Classification Procedure](#) and [Information Handling Policy](#) with special consideration given to records that contain sensitive information or personal data. Disposal of records without due care and attention to these procedures risks causing harm and distress to individuals and reputational damage and significant fines to the University.

### **Preservation of records**

45. The selection and preservation for certain categories of record created in any format at the University can be discussed with the Records and Information Governance Manager. These records form part of the University's archive for historical research purposes and are the enduring record of its functions and activities.

### **Where to go for help**

46. The Records Management guidance that underpins this policy is contained on the University [Records Management](#) webpages. If you require any advice, training, team briefing or a presentation on any aspect of this policy, please contact the University's Records and Information Governance Manager in the first instance.

**END**