



Records Management Policy

Clare College

The College recognises that the efficient management of its records is necessary to support its work, to comply with its legal and regulatory obligations, to contribute to the effective overall management of the College and to ensure that a historical record of the College's activities is secured. This document provides the policy framework through which this efficient management can be achieved and audited. It covers:

- (i) Scope of the Policy;
- (ii) Responsibilities;
- (iii) Relationship with existing policies and legislation;
- (iv) Guidance available;
- (v) Status and review; and
- (vi) Contacts.

1. Scope of the Policy

- 1.1 This Policy applies to all administrative records created, received or maintained by Fellows and Staff in the course of carrying out their duties on behalf of the College.
- 1.2 Records are recorded information in any form, including paper, e-mail and other documents in computer systems that facilitate the business of the College. They are kept as evidence of our functions, activities and transactions.
- 1.3 Records management is the '*efficient and systematic control of the creation, receipt, maintenance, use and disposition of records*'.¹
- 1.4 A small percentage of the College's records will be selected for permanent preservation as part of its Archive, for historical research, and as an enduring record of the College's activities.

¹ ISO 15489-1:2001, clause 3.16.

2. Responsibilities

- 2.1 The College has a corporate responsibility to maintain its records and record-keeping systems in accordance with the legal and regulatory environment. The College Officer with overall responsibility for this Policy is the Bursar.
- 2.2 The Records Management Officer is responsible for drawing up guidance on good records management practice and for promoting compliance with this Policy in such a way as to ensure the easy, appropriate and timely retrieval of information.
- 2.3 Individual Fellows and Staff must ensure that records for which they are responsible are accurate and a complete record of their activities. Staff must also ensure that their records are created, managed and disposed of in accordance with the College's records management guidelines.
- 2.4 Secretaries for College Committees are responsible for ensuring that a full record of a committee's business (including the Agenda, the papers (tabled before or at the meeting), Minutes and committee correspondence) is preserved for eventual incorporation into the College Archive.

3. Relationship with existing policies and legislation

- 3.1 This Policy has been drawn up within the context of the College's policies and guidelines, national legislation and professional records management standards. Adherence to this Policy will aid compliance not only with information-related legislation but also with any other legislation and/or regulations affecting the College. These might include those relating to audit, quality assurance and equal opportunities.
- 3.2 This Policy should be read in conjunction with the following College policies:
 - Data Protection Policy
 - IT Usage Policies
 - Archive Collection Policy
- 3.2 This Policy takes account of the following legislation:
 - Freedom of Information Act 2000 (with accompanying Lord Chancellor's Code of Practice on Records Management (2009))
 - Data Protection Act 1998

4. Guidance

- 4.1 Guidance on the procedures necessary to comply with this Policy is available from

the Records Management Officer. This guidance covers:

- Looking after your records;
- Retention periods for records;
- Disposal of records;
- Electronic records;
- Password and security issues; and
- Management of key records such as:
 - (i) College Committee records;
 - (ii) Health and safety records; and
 - (iii) Personnel records.

5. Status

5.1 This policy was approved by the Council on 27 February 2017.

6. Contacts

6.1. The Records Management Officer is always happy to give advice on any aspect of records management within the College.

Title	Name	Tel	Email
Bursar	Mr Paul Warren	Ext 33221	bursar@clare.cam.ac.uk
Records Management Officer	Miss Emma Easterbrook	Ext 64756	ere20@cam.ac.uk
Archivist	TBC	Ext 65059	archives@clare.cam.ac.uk