

Records Management Policy

Introduction

Effective management of UWE Bristol's records is necessary to support our key functions, comply with legal and regulatory obligations and to contribute to the efficient administration and governance of the University.

Purpose

The purpose of this policy is to define the corporate framework for the appropriate creation, maintenance, storage, use and disposal of UWE records in order to:

1. Facilitate compliance with statutory and regulatory requirements;
2. Reduce the risk of unauthorised or unlawful disclosure of information by ensuring records are managed in a controlled way;
3. Protect the interests and reputation of UWE, Bristol, its staff, students and other stakeholders by maintaining high quality information for as long as its required, and to ensure its timely and secure destruction;
4. Support continuous improvement in the University's core activities such as teaching and research and decision making by maintaining accurate and reliable records;
5. Provide evidence of corporate governance;
6. Support business efficiency and continuity by ensuring information can be quickly located and protecting vital information for the continued functioning of UWE following a major incident;
7. Provide evidence in litigation and any other discovery process;
8. Maintain and promote the corporate memory by preserving records of archival value and historical significance.

Scope

1. This policy applies to all UWE staff. It will also apply to all contractors engaged to work within the University. Excepting where the terms of funding contradict it, this policy will also apply to all records of research carried out by staff and students of UWE.
2. The policy covers all records created in the course of UWE business and activities. A record is recorded information, in any form (e.g. an electronic file or e-mail, a database record or a paper document), created or received by UWE or individual members of staff to support and show evidence of the UWE's activities and decisions.

Standards

The following standards must be adhered to at all times:

- Records must be managed in line with this policy, related procedures and guidance documents such as UWE's Retention Schedule;
- UWE will provide the tools such as guidance and training to enable staff to effectively access and use records as corporate resources of information;
- All records should be stored and managed digitally where feasible with all necessary provisions made to maintain the integrity, reliability and accessibility of records during their lifespan;
- Records must be stored efficiently, utilising appropriate storage methods as outlined in the retention schedule at all points in their lifecycle, and disposing of them appropriately and securely when they are no longer required;
- Records will be managed in accordance with the University's Information Security, Information Handling and Data Protection Policies and associated guidance;
- Appropriate protection must be provided for records from unwanted environmental (fire, flood, infestation) or human impact (alteration, defacement, theft);
- Staff must identify and protect records which would be vital to the continued functioning of UWE in the event of a disaster (such as fire, flood, and virus attack). These include records that would recreate UWE's legal and financial status, preserve its rights and ensure that it continues to fulfill its obligations to stakeholders;
- The University will identify and make provision for the preservation of records of long term and historical value.

Roles and Responsibilities

The **Directorate** provides senior management oversight of records management matters at the University, with a reporting line through to the Board of Governors.

Faculty Pro Vice-Chancellor / Executive Deans and Directors of Professional Services also have oversight of records management and are accountable for the records of their respective faculties and professional services.

The **Data Protection Officer** is the designated UWE contact for all matters related to records management.

Data Protection Coordinators are a network of contacts in individual faculties and professional services that support the Data Protection Officer in the fulfilment of her/his duties.

All staff are responsible for adhering to this policy.

Policy Version Control & Review

For information about this policy or records management in general please contact the Data Protection Office (dataprotection@uwe.ac.uk)

Written by	James Button
Reviewed by	James Whitbread & Steven Dinning
Approved by	Directorate
Published	November 2019
Next review	November 2022
Version	1.0

This policy shall be reviewed triennially, or more frequently if appropriate, to reflect relevant legislative, regulatory, or organisational developments.

Related policies

- [Data Protection Policy](#)
- [Information Security Policy](#)
- [Information Handling Policy](#)
- [Acceptable Use Policy](#)
- [Remote Access Policy](#)

Related procedures

- [Information Security Toolkit](#)