

Downing College Records Management Policy

Downing College 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 overall management of the institution. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

1. Scope of the policy
2. Responsibilities
3. Relationship with existing policies
4. Available guidance for implementation of the policy
5. Contacts

1. Scope of the policy

1.1 This Policy applies to all records created, received or maintained by staff of the College in the course of carrying out their work.

1.2 Records are defined as all those documents which facilitate the business carried out by the College and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

1.3 Records management is defined as a field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including process for capturing and maintaining evidence of, and information about, business activities and transactions in the form of records.

1.4 A percentage of the College's records will be selected for permanent preservation as part of the institution's archives, for historical research and as an enduring record of the conduct of business.

2. Responsibilities

2.1 The College has a corporate responsibility to maintain its records and recordkeeping systems in accordance with the regulatory environment. The officer with overall responsibility for this Policy is the Senior Bursar.

2.2 The College's Records Manager is responsible for drawing up guidance for good records management practice and promoting compliance with this Policy in such a way as to ensure the easy, appropriate and timely retrieval of information.

2.3 Individual employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the College's records

management guidelines.

3. Relationship with existing policies

This Policy has been formulated within the context of the following College documents, published on the College website at <http://www.dow.cam.ac.uk/index.php/about/documents>

- Downing College Information Strategy (*in preparation*)
- Freedom of Information Policy
- Data Protection Policy

Compliance with this Policy will in turn facilitate compliance not only with information-related legislation (specifically FoI 2000 and DPA 1998) but also with any other legislation or regulations (including audit, equal opportunities and research ethics) affecting the institution.

4. Guidance

Guidance on the procedures necessary to comply with this Policy is available from the Records Manager and will cover:

- Records creation
- Business classification (for filing schemes)
- Retention periods for records
- Storage options for records
- Destruction options for records
- Archival records: selection and management (in consultation with the Archivist)
- External codes of practice and relevant legislation.

5. Contacts

Downing College Records Manager and the Senior Bursar:

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6. Review and approval

This Policy has been approved by the Information Management Committee of the College and will be subject to an annual review.

7. Version control

Date	Version	Reason for change	Author
11/05/2015	0.1	Initial draft	Paul Boulton
19/08/2015	1.0	Publication	Paul Boulton