Imperial College London

Approved Supplier Bulletin	A/17/002
Topic: EDP Records Management Policy	**Date: May 2017**

Summary

The Estates Development & Projects (EDP) Records Management Policy has been updated and published to ensure ongoing improvement of its records management functions. This policy applies to all divisional staff and external consultants who create, use and store records in the course of their work with this Division.

Introduction

Records Management is the systematic control of all records from creation, to use, to reproduction and dissemination through to their disposal. It is important that the Division's records are complete, reliable and stored in a secure environment.

Following the guidelines provided in this policy will benefit the Division through:

- Better use of physical and server space
- Better use of staff time
- Improved control of information resources
- Compliance with legislation and standards
- Improved collaborative working

This policy also applies to external Project Managers to ensure that the College receives all necessary information relating to their projects.

What are the issues

Effective records management is essential to ensure the activities of the Division are created and maintained appropriately. Developments in digital technology and increased reliance on electronic data necessitates that procedures are followed to ensure records can be found, used and accessed for as long as they are legally required.

The College are responsible for providing information to the public under the Freedom of Information Act, ensuring that our records are accurate and up to date will facilitate compliance within the required deadlines.

In addition, records management helps to identify records of historical importance which are kept permanently as archives.

What is the procedure?

The policy provides guidance on:

- Project filing
- Divisional filing
- File naming protocols
- Digital records creation and storage.
- Responsibilities

Part two of the document comprises the Divisional Records Management Policy, providing an outline of the aims of the records management system, its benefits and the College's procedures for managing records once they are no longer required for current use.

This guideline document can be found on:

http://www.imperial.ac.uk/estates-projects/resources/guides-policies/

The College Archive and Corporate Records Unit (ACRU) are responsible for the overall standards of practice in the management of records throughout Imperial College London. This policy document aligns with ACRU guidance and should be read in conjunction with their policies and recommendations.
http://www.imperial.ac.uk/admin-services/acru/recordsmanagement/

Who does it affect?

This affects Estates Development & Projects Staff, internal and external Project Managers

Further Information

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