

Records Management Protocol

Version – v3 – March 2021

Procedure Author – Head of Legal Services
Procedure Owner – Vice Principal (Governance) and University Secretary
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Changes and Reason for Changes – Included reference to UK GDPR



RECORDS MANAGEMENT PROTOCOL

Introduction

University of the West of Scotland (UWS) has to gain maximum worth from its information assets as they are a vital resource and provide evidence of the rights and responsibilities of UWS.

Good records management aids effectiveness in the creation, storing and use of information. It allows the growth of corporate awareness while maintaining security. It also ensures that information can be retrieved and utilised when required, and that it is correct, authentic and reliable. Appropriate management ensures that records are held only as long as they are required but that information of a long-term archival value is kept as the permanent corporate memory of UWS.

Scope

UWS is committed to the effective management of all records. Staff are expected to follow this protocol and our record retention schedules and ensure that all records are created, stored and used in line with these documents.

This protocol is the top-level management paper for records management in UWS. It applies to all recorded information - irrespective of format – relating to UWS activities and transactions.

A suite of procedures, guidance and training relating to the specifics and practicalities of records management to support this document is also available.

Benefits

Good quality records and information management will benefit UWS by:

- Delivering best value by supporting efficiency in the accuracy, storage and retrieval of information
- Ensuring adherence to statutory obligations, including those established by the Data Protection Act 2018, the UK General Data Protection Regulation and the Freedom of Information (Scotland) Act 2002
- Aiding transparency by demonstrating evidence of accountability and information about UWS decisions and actions
- Supporting the provision of effective services to our students by providing prompt, appropriate access to complete and correct records

- Saving of physical and virtual space through the reduction of repetition and timely destruction of outdated information
- Ensuring the identification and survival of records for permanent safeguarding as part of the UWS corporate memory.

Principles

- Information is an essential corporate resource
- Records belong to UWS – not to individual staff or departments
- Every member of staff has responsibilities to manage the records that they deal with
- Records should be held in a managed system
- Records should be dependable, precise, up-to-date and fit for purpose
- Personal, sensitive, and confidential information should be appropriately managed
- Records will be disposed of in accordance with the UWS Records Retention Schedule