



Records Management

Introduction

This document sets out how the College records management system works. It predominantly refers to paper files, but electronic files also need to be regularly reviewed. It should be used in conjunction with the Records Retention Schedule (RRS). Please contact the Records Management Officer if you have any questions or queries.

The more information stored in an office or on a computer, the more difficult it becomes to find the relevant piece of information. In order to ensure maximum efficiency, non-current material should be removed at regular intervals. This booklet explains which records should be kept, and what to do with them once they are no longer current.

Types of Record

Current

Current records are those still in regular use. They are files which are either consulted or added to on a regular basis. These should be kept in the filing cabinets, shelves or drawers in the office, on the shared Departmental drive, or on ModGov/ SharePoint.

Semi-current

These are records which are no longer used regularly, but which need to be kept either for legal reasons or occasional use. They should be kept physically separate from current records in the office, or in a separate folder on the computer.

Inactive

These records are no longer needed for administrative use, and have come to the end of any applicable legal retention periods. These need to be either transferred to the Archive for long term preservation or destroyed. Note that a record should be kept of any files destroyed.

The Records Retention Schedule (RRS)

A Department's RRS should list all the records which are produced by the Department, and will state what should happen to those records once no longer required by the Department. If there are any significant changes to the Department's working practices and the records it produces, the Department should liaise with the Records Management Officer to update the RRS accordingly. Some records, such as committee minutes and general departmental records may be held by any department.

Reviewing Records

Records should be reviewed on a regular basis, once a year, depending on the volume of records produced.



Paper Records

Any paper files no longer regularly needed may be transferred either to a Semi-Current Record Store (SCRS), transferred to the Archives, or destroyed. The RRS sets out retention periods and final action on files. If a record is to be destroyed, then the Head of Department will need to complete a 'Record Destruction Form'. Records which contain personal or sensitive data, such as home addresses, dates of birth, comments about students or staff, or copies of committee minutes must be confidentially destroyed. Note that confidential paper disposal sacks must be kept securely until disposed. Printed circulars and records containing no sensitive data should be recycled.

Electronic Records

Electronic records (both on personal drives and on departmental shared drives) must also be reviewed periodically. Those which might be of continuing (archival) value should be located, and the Archivist contacted to discuss ways of transferring the records to a digital long-term storage area. Records that are of no further use should be deleted, especially early drafts of documents and committee minutes (excluding the copies kept by the Chair, Convener or Secretary). Deletion of electronic records, excluding drafts and working documents, should be treated in the same way as the destruction of paper records and a 'Record Destruction Form' must be completed. For example, the deletion of order letters or contracts at the end of their retention period should be treated the same as shredding a physical copy. The deletion of draft minutes, general e-mail correspondence, or other working documents does not require a record destruction form.

Requesting a Current or Semi-Current file

Departments have control of their own current and semi-current files. Should a record need to be viewed by a member of staff outside the department in which it was created, permission must be given by the relevant Head of Department in accordance with the Data Protection Policy. Files should be handed over in person, both when sending and when receiving.

Note: While a different department has the physical copy of a file, they must follow the same security and/or confidentiality procedures as the file would normally be subject to.

The Data Protection Act

The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage



There is stronger legal protection for more sensitive information, such as:

- race
- ethnic background
- political opinions
- religious beliefs
- trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

There are separate safeguards for personal data relating to criminal convictions and offences.

Your rights

Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

You also have rights when an organisation is using your personal data for:

- automated decision-making processes (without human involvement)
- profiling, for example to predict your behaviour or interests

Freedom of Information Act 2000

The Freedom of Information Act 2000 gives a general right of access to recorded information held or created by the College. The Act sets out the exemptions to disclosure and the way that requests for information should be handled. All requests made for information should be forwarded to the Bursar as the College's Freedom of Information Officer. Some information, including personal details held under the Data Protection Act 1998, will be exempt and will not need to be disclosed. The records management programme ensures that the College has a sound basis for handling requests. However, members of staff must adhere to the Records Retention Schedule and advise the Records Management Officer of any changes to record-keeping in order to comply with legislation.



More Information

Data Protection Act 2018

<https://www.gov.uk/data-protection>

Freedom of Information Act 2000

<http://www.legislation.gov.uk/ukpga/2000/36/contents>

The Secretary of State for Constitutional Affairs' Code of Practice on the Discharge of Public Authorities Functions under the Freedom of Information Act 2000

<http://www.justice.gov.uk/downloads/information-access-rights/foi/foi-section-46-code-of-practice.pdf>

The Information Commissioner's Website for General Information about both the Data Protection Act 1998 and the Freedom of Information Act 2000

<http://www.ico.gov.uk/>

Freedom of Information at Newnham College

<http://www.newn.cam.ac.uk/about/freedom-of-information/>

Data Protection at Newnham College

<http://www.newn.cam.ac.uk/about/freedom-of-information/foi-pub-schemes-further-info/foi-docs/>

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Last updated: 28 November 2019

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