

BEST PRACTICES, Controller's Office - Records Mgmt

Title: Records Management Guidance

574

Source: University of Edinburgh

Co Area:

Addl Info: <http://www.recordsmanagement.ed.ac.uk/InfoStaff/RMstaff/RMguidance.htm>

Abstract: The following guidance documents on how to set up records management practices in your area are available to download. They are grouped under four headings:

- * Introductory guidance
- * General guidance
- * Technical 'how to' guidance
- * Electronic records guidance
- * Retention schedules

You may find it useful to start by reading the first guidance sheet, 'Records management: introduction and route map'.

- * Links to external records management guidance

In this section:

- * Frequently asked questions

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Title: Records Management Policy # 575

Source: University of York **Co Area:**

Addl Info: <http://www.york.ac.uk/recordsmanagement/rm/policy.htm>

Abstract: The University recognizes that the efficient management of its records is necessary in order to support its core functions, to comply with its legal and regulatory obligations and to enable the effective management of the institution.

The policy follows from the University 's Records Management Strategy. Its purpose is to ensure the creation and maintenance of authentic, reliable and useable records, with appropriate evidential characteristics, within the University by establishing a framework and accountabilities for records management, through which best practice can be implemented and audited.

The policy covers:

- * Scope of the policy
- * Objectives of a records management system
- * Responsibilities
- * Relationship with existing policies and legislation
- * Guidance available
- * Status of this document
- * Contacts

(May be similar to record #580)

Title: Records Management # 580

Source: University of Sheffield **Co Area:**

Addl Info: <http://www.shef.ac.uk/records-management/rmpolicy.html>

Abstract: The University recognizes 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.

(May be similar to record #575)

BEST PRACTICES, Controller's Office - Records Mgmt

Title: Document History and Version Control Principles # 592

Source: Charles Darwin University **Co Area:**

Addl Info: http://www.cdu.edu.au/governance/documents/DocumentVersionControlv1_002.doc

Abstract: Underlying beliefs
Records Management can be defined as the systematic control, organization, access to and protection of information, from creation to destruction.

There are 3 basic stages in a records lifecycle:

- 1 Creation or receipt
- 2 Maintenance and use
- 3 Disposal/archive

Title: Recordkeeping Policy # 594

Source: University of New South Wales **Co Area:**

Addl Info: <http://www.policy.unsw.edu.au/policy/recordkeeping.htm>

Abstract: A good recordkeeping program enables the University to account for decisions and actions by providing essential evidence in the form of records. Sound recordkeeping practices are a fundamental basis for accountable and efficient business, effective service delivery and the preservation of the collective memory of the University. The University is concerned with all aspects of its recordkeeping independent of the technological medium.

This policy seeks to ensure that the University's business is adequately documented through the generation and capture of records, that those records are managed in accordance with best practice and that they are disposed of in an orderly and accountable way. It provides the context for the development of strategy, policy, systems and procedures on recordkeeping at UNSW.

The policy will be supported by codes of best practice and operational guidelines. A range of training, bulk records storage and consultancy services offered by the Policy Management Unit will provide further guidance and assistance to staff at the practical level.

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Title: Records Management: A Sleeping Giant # 623

Source: Business Finance Mag.com

Co Area:

Addl Info: <http://www.businessfinancemag.com/magazine/archives/article.html?articleID=14582&highlight=best%20practice>

Abstract: Companies that have neglected documenting and recording the right information are waking up to the fact that it's a must-do for Sarbanes-Oxley compliance.

Not long ago, most CFOs regarded records management as a minor administrative function, and not one that finance should particularly be concerned about. Finance executives were usually content to let company records gather dust. These days, though, CFOs are brushing the cobwebs off their organization's records systems and taking a hard look at the data they contain and their ability to secure it and deliver it on demand.

The Sarbanes-Oxley Act is a big reason for the shift. "Records management is a sleeping giant" of compliance, observes Lee Dittmar, principal and leader of the enterprise governance consulting practice at Deloitte Consulting LLP in Philadelphia. "There's a tremendous amount of data to manage, and most companies don't have the policies or tools to find what they need when they need it. That represents one of the biggest compliance risks any company can have."

May need to scroll down to see document. This is an 8 page document

Title: Keeping Records: Basic Records Management for University Offices # 863

Source: University of Wisconsin

Co Area:

Addl Info: http://archives.library.wisc.edu/training/RM101_Managing%20University%20Records.ppt

Abstract: Excellent PowerPoint Presentation

Final Slide - Rules of Records Management
If you don't need it, don't keep it.
If you do need it, keep it in a way you can find it.
The more you keep, the harder it is to find.
When it has outlived its purpose, get rid of it.
If it is worth more, spend more to protect it.

www.ecu.edu/cs-lib/archives/upload/precurm.ppt also has good presentation.