

Information Management Group

Newsletter January 2015

Communication

One of the areas for improvement highlighted in the last IMG meeting was communication. This included communicating between meetings and to a wider group than just the members of IMG. This newsletter is designed to address that issue. A newsletter will be circulated after every meeting giving highlights and other news but if there is any other major news that comes up between meetings there can be additional newsletters to spread the word and keep everybody informed.

Please do pass the newsletter on to as many people as you can who are involved in information management in any way or who may be interested in the news we are sharing.

If any members of IMG have any other suggestions to improve communication or any ideas of people to invite to join the group then we would love to hear them. And if anyone reading this is not currently a member but would like to know more then we want to hear from you too. Contact us via recman@liv.ac.uk or x45675.

Records Management News

New strategy:

RM has a new strategy, currently in draft form, focusing on five key areas:

- Electronic records
- Review and audit of Records Management
- Risk management
- Delivering an excellent service
- Communications and training

This can be shared in full with the group once signed off.

New website:

The website has now moved from the Library to the CSD webpages. Available on the new website will be a new Retention Schedule, Policy and training. We will ask IMG for feedback on the site in mid-February prior to a big publicity push in late Feb/ early March.

Database work:

Work is starting on our database, hopefully in February. This will provide a new user interface which should improve security and make life easier for our users. We are therefore starting to appoint Records Liaison Officers (RLO's) to act as test users to help smooth this transition. See the next page for more on this.

Confidential waste tender:

We are going out to tender for a new confidential waste supplier that will hopefully allow us to offer a faster service to departments and also be a good opportunity to promote the service, along with the new website.

Research Data Management Update

Nick Dods explained that the sub-groups of the project are getting work together. They will have a new website with tools and guidance on RDM which will link into the existing information already available. Nick asked if what they're creating is suitable for every faculty and asked for feedback and suggestions for improvements once the website is complete. Nick explained how records created post May 2015 would have to be dealt with differently due to the new policy. He hopes that awareness/ information sessions would highlight these concerns.

IACD Move

The Institute of Ageing and Chronic Disease are moving from the UCD building to a new build (Apex II) in September 2015 and as such have some semi-current records which need storing in the University Records Centre and some records which need to be confidentially disposed of. The Records Management team have had two meetings with this department thus far to discuss best practice and offer guidance on office moves, the Retention Schedule and how to manage the transfer of records into storage prior to their move.

If any other departments that are moving would like to take a similar approach then please contact Records Management via recman@liv.ac.uk.

MARM Projects

Each year we aim to provide Master of Archives and Records Management students with practical project experience within the University. Projects take place in Week 7 of Semester 2 (16-20 March).

A small team of students (supervised throughout by an academic member of staff) might, for example, review your record systems, (including paper and electronic filing, storage systems, retention or records) or address a specific archival problem. If appropriate, the students will compile a report and make recommendations for future action. Such follow up is provided by the Records Management service/ Special Collections and Archives as necessary.

Over the past 15 years, thanks to the generosity of colleagues throughout the University, we have been able to provide practical experience for our students in more than 75 project sites/ departments, and we would be grateful for volunteers for this year's exercise. If you would be prepared to participate or would like further details please contact Dr Margaret Procter on x42411 or email mprocter@liv.ac.uk.

Records Liaison Officers (RLOs)

Records Management are hoping to work with each area/ department of the University to appoint RLOs. As mentioned above, one aspect of this role is to act as test users for the new user interface on the Records Management database. RLOs will be given a personal profile on the new Records Management database (work is about to commence on this project). This will be an interactive and simple user interface to ensure ease of use and will give users much greater control over the management of your records, for example they will be able to search for their records held in the University Records Centre.

The RLOs would also be the key people Records Management would work with to facilitate good records and information management in other ways. They will be given key information about records management to disseminate to other staff in their area and will help facilitate the various services offered by Records Management such as storage of records, review of records and confidential disposal of records. They will also be involved in the project review records currently held in the semi-current records store and ensure that they are being kept for the right amount of time in line with the new University retention schedule.

Call for News Items

If there is anything you would like to see discussed at future meetings of IMG or if you would like to contribute anything for the newsletter then please let us know.

We'd also welcome any feedback on the newsletter. Do you think it is a good idea? Is it the right format, length, style? Who might you share it with? How could we improve it?

You can contact us via recman@liv.ac.uk. Please put 'Information Management Group newsletter' as the header of your email.