UNIVERSITY OF
LIVERPOOL

# Records Liaison Officers
Newsletter February 2019

Thank you!

We would like to wish everyone a Happy New Year and take the opportunity to thank all of our Records Liaison Officers for your hard work and dedication throughout 2018 and for the large number of reviews that were dealt with quickly and efficiently. In the last six months over 2000 boxes have been reviewed. Your continued efforts have ensured the University has met its obligations and promoted high standards of service. We now have 109 RLOs on the database out of our current list of 186. If you are not yet on the database and would like to be added then please let us know. Also, if you know of anyone else who should be added or any changes to RLOs in your department please let us know so we can update our mailing list and provide database access rights.

Records Management Database

Our Records Database can be found on TULIP and is now live and ready to accept all Records Management requests submitted by University Staff.

Detailed step-by-step instructions have been emailed to those we have down as Records Liaison Officers. We will be contacting those RLOs on the list who are not yet on the database over the next few months to arrange this. If you want to be added sooner then let us know and, once we have given you the appropriate level of rights, you can start using it straightaway.
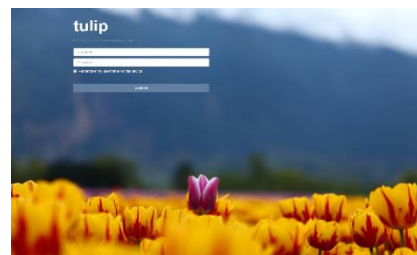
We have had feedback that the instructions are easy to follow, but if there are any queries please don't hesitate to get in touch with us. We will also be arranging drop-in sessions where we will be available to go through any issues you may be experiencing.

We have recently added functionality for non-RLOs to submit requests to transfer boxes and organise the collection of confidential waste, as we understand that it can be time consuming for one person to organise these tasks alone. This means that anyone can make these requests but only if they are in a department with an RLO. The RLO will be notified so that they can oversee all requests, checking they are appropriate and can help the requestor to prepare for the collection if need be.

We have attached the instructions for non-RLOs using the database as well as the RLO instructions to the email this newsletter comes with for your reference and to share with colleagues as appropriate. Please note that a non-RLO can only view their requests and transfer lists and are not able to view records once added to the database or to request issues or review files.

Confidential Waste

As some of you know, we are currently tendering for the confidential waste service. We will let you know when we have news on this and if there will be any changes to the way the service is run. One difference already is that anyone can book a confidential waste collection via the database (see above). Also, a reminder that if you use a shredder it must be a cross cut one. If you have any feedback on the service then please do let us know.

Reviews update

If you still have reviews outstanding then please set aside some time to tackle them – you should find that the new database interface makes the process quicker and easier.

At the time of writing we still have 1147 boxes that need reviewing:

Pre 2016	30 boxes
2016	29 boxes
2017	407 boxes
2018	681 boxes

1147 boxes still to be reviewed

30   29   407   681

■ Pre 2016   ■ 2016   ■ 2017   ■ 2018
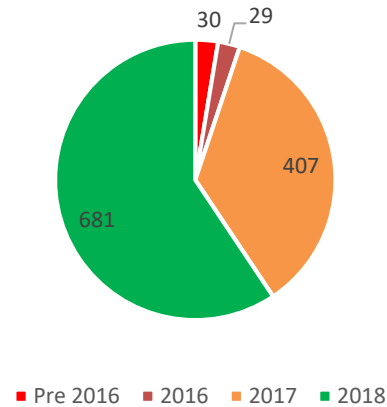
GDPR Obligatory Training Module

Following the introduction of GDPR (General Data Protection Regulation) in May 2018, it is more vital than ever to be conscious of the data and records that we handle and use in our day-to-day tasks.

If you haven't completed the 'Getting Ready for GDPR' module on VITAL as part of the Staff Obligatory Training, we highly recommend doing so as it provides a quick and concise overview of the key information regarding GDPR.

For further information regarding GDPR, there is lots of helpful guidance on the Information Commissioner's website at ico.org.uk/for-organisations/data-protection-reform/ and if you have any queries about the GDPR please get in touch with us, or with Legal Services, for further advice.

Please also use your departmental meetings, email staff lists and other channels of communication to encourage your colleagues to complete the module. The deadline is for new staff to complete within a month of starting and existing staff by the end of the academic year.

Updated Contact List

All members of Records Management staff can be contacted via recman@liverpool.ac.uk or on 0151 794 5675 (x45675).

Michelle Alexander	University Records Manager
Sue Highfield	University Records Officer
Gaynor Hunt	University Records Officer
Gemma Parry	Graduate Records Management Assistant
Helen Ritchie	Graduate Records Management Assistant

Records Liaison Officer Action Checklist

Feel free to tick off those you have already done!

- ☐ Ask to be added to the Records Management database.
- ☐ Carry out any outstanding reviews – please do the most overdue first
- ☐ Update Records Management if there have been any changes to RLOs in your area.
- ☐ Do the new mandatory GDPR training (on Vital)
- ☐ Encourage other staff in your area to do the training
- ☐ Use the database to book any new requests for storage or confidential waste and ensure others do the same (now available for non RLOs in areas where there is an RLO)
- ☐ RLOs should also use the database to request issues of files and, wherever possible, come to view the files in the Records Centre – we have PCs and a printer/ scanner for your use if required.