

# Records Liaison Officers Newsletter

## October 2018

If you think that you may be receiving this newsletter in error, please do get in touch so that we can remove you from our mailing list and send it to the correct person instead.

### GDPR Update

Following the introduction of GDPR (General Data Protection Regulation) in May, 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. There is plenty of helpful and informative guidance available on the staff intranet to ensure we are as informed as possible, and understand the consequences of not complying with the regulation: [staff.liverpool.ac.uk/our-university/gdpr/](http://staff.liverpool.ac.uk/our-university/gdpr/). We strongly urge our RLOs to use these resources, and encourage others within their department to do the same.



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/](http://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.

### Lack of Space and Reviews

We have been working through all departmental records that have reached the end of their retention period, and contacting RLOs and departmental contacts for decisions as to whether the records can be confidentially destroyed or will need retaining longer for a specific period. While we appreciate that this is a busy period for all of us, we do urgently need responses these queries. Since the introduction of GDPR in May, it is vital that departments ensure that the records that they have stored in the Records Centre are confidentially destroyed in a timely



fashion once the records have come to the end of their retention period. We are also running extremely low on spaces in the Records Centre, and therefore we need to take action on the reviews, so that we can ensure that our weekly collections can still take place.

If we do contact you or someone within your department regarding these reviews, please respond to us as soon as possible.

### Updates on TULIP

Our ongoing development of our Records Management database has been progressing well, and an important step in our development is being tested prior to going live on TULIP. Once the update is released, any member of staff with access to TULIP will be able to submit their transfer



requests for both storage of records and confidential waste collections via our database, as well as input their transfer lists directly onto the system. This should help us eliminate the use of the old paper transfer forms and create a more streamlined process through the database. It should also restrict the workload of the RLO role, as they will not be the only staff with access to the database within their departments.

However, the RLO will be the only one who can view all their department's records within the University Records Centre and request the issues of files and boxes, plus review records if they have reviewer rights. If you or anyone in your department need any advice on these changes or would like any guidance on using the database please get in touch.

## Database Training

Over the last few months our team have been conducting database training sessions for some departments. These sessions covered the use of the Records Management database including the new features that have been added. You can use the database to book collections, submit transfer lists, request to view or borrow your files and review your files. We hope that this will allow departments that are frequent users of our service to manage their records with more autonomy and efficiency. If you would like to attend a training session sooner rather than later, then please let us know so we can begin to organise this.

## Your Feedback!

As always, we would really welcome any feedback or suggestions about the RLO role and our communications with you. We'd love to hear from you with any suggestions you might have in respect of how training could be delivered, or any particular areas you would like covered. Also, if you experience any problems with the database or new transfer lists please do get in touch with us. Please don't hesitate to get in touch with any ideas or queries via [recman@liverpool.ac.uk](mailto:recman@liverpool.ac.uk) or 0151 794 5675 (x45675).



## Contact List

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Graduate Records Management Assistant

**Helen Ritchie**

Graduate Records Management Assistant

Welcome to Helen, our new trainee who started in September... and farewell and good luck to Emma Cummings, our 2016-2018 Graduate Records Management Assistant, who is now a qualified archivist and records manager and is going onto a new role in local government.

We can all be contacted via [recman@liverpool.ac.uk](mailto:recman@liverpool.ac.uk) or on 0151 794 5675 (x45675).



If you are visiting us in the Records Centre for any reason, please be aware that entry to the building is now swipe card access. You should always have made an appointment so we know you are coming, but you may also want to take a note of the Records Centre number (0151 794 5363 or x45363) so you can ring down to us on arrival.