Records Management Guidance:
Managing Records During Office Moves

Records Management provides the following services free of charge to all staff and they may be especially useful if you are planning an office move:

- Advice and guidance on all information and records management issues

- Storage of semi-current records in the University Records Centre

- Confidential waste disposal

See our website for more details: http://www.liv.ac.uk/csd/records-management/

If it is the right time of year you may also wish to consider asking the archives and records management Masters students to do a (free!) assessment of your record-keeping as part of their course which we will follow up on and help you to implement their recommendations. This can be particularly useful just before or just after a move. The projects normally take place in the second semester and arranged in advance.

If you are using us for storage or confidential destruction then please see the website for further details and in particular note the following:

- Boxes that are ordered from RM are for use in the University Records Centre only. They must be sent back in to us for storage within a reasonable time or we may charge for them.

- You need to notify us in plenty of time if you require these services so we can work with you to make arrangements for transferring material to the Records Centre or sending it for confidential destruction. For normal pickups we take a maximum of 25 items (boxes and/or bags) but we may need to organise special arrangements for big moves. There is often a waiting list for our services, especially at busy times.

- Only send in material for storage or confidential destruction if that is the appropriate action, not just to get it out of the office quickly! Records for destruction will be spot checked and will not be taken unless confidential. Records coming into the Records Centre will be given appropriate review dates – if it should already have been destroyed RM may charge for the wasted boxes.

- If in doubt, just ask.

We are happy to work with you on all areas of information management, for example:

- **Records surveys and retention scheduling:**

The main reasons to have a schedule are to assist with compliance and audit requirements, to demonstrate consistency, to aid staff in their work and to document retention decisions made. The University's retention policy (see http://www.liv.ac.uk/csd/records-management/) states that: "The RMS will maintain a schedule for each department listing the periods for which each type of record must be retained. These schedules are drawn up in agreement with the heads of the department (or their representative) taking into account any relevant compliance and operational requirements."

- **Naming conventions and filing systems:**

Having standardised naming and filing rules will help you to file and retrieve documents more easily.

- **How to tackle problems such as duplication and version control:**

Having policies for these areas will help avoid having to redo work because of loss or confusion about which document is the most up-to-date one.

- **Access controls and security:**

It is important to manage access to records carefully to avoid breaching the Data Protection Act.

- **The transition from paper to electronic systems or managing dual systems:**

The main risks with electronic records in particular include data loss, unauthorised access to data, duplication of work and documents (=waste of time and of physical and electronic storage), failure to comply with legislation, bad publicity, failure to attract the best students and researchers and an *ad hoc,* uncoordinated approach across the University. Records Management is working on these issues with Computing Services, Legal, Risk and Compliance and other key players in this area**.** The Records Manager can advise departments on electronic records management.

There is a Records Management policy that has been approved by Senate and all staff should abide by it. It aims to make it clear what each member of staff is responsible for in terms of record-keeping and also link to relevant legal and computing policies.