

RECORDS MANAGEMENT POLICY

1 Introduction

- 1.1 The Academy recognises 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 strategic planning and the effective overall management of the institution.

Records management is the creation of appropriate systems, use, maintenance and disposal of records. This document provides the policy framework through which this effective management can be achieved and audited.

2 Scope of the policy

- 2.1 This policy applies to all records, regardless of format (hard copy, electronic, audio visual), created, received or maintained by all Academy staff. Records and documentation created in the course of research, whether internally or externally funded, are also subject to contractual record keeping requirements.
- 2.2 This policy applies to all staff and contractors engaged to work with the Academy.
- 2.3 Detailed definitions of records, records management, the record cycle and retention schedule can be found in Appendix A below.

3 Responsibilities

- 3.1 The Academy has a corporate responsibility to maintain its records and records management systems in accordance with the legislative and regulatory environment. The Senior Management Team has overall responsibility to ensure that records management is carried out in accordance with the procedures outlined in this policy.
- 3.2 The Management Information Coordinator is responsible for issuing guidance for good records management practice and promoting compliance with this policy in such a way as to ensure the easy, appropriate and timely retrieval and disposal of information. The

Academy's Data Protection Officer provides specific advice with regard to data protection compliance.

- 3.3 The Head of ICT is responsible for ensuring that appropriate technical provision is in place to support record storage and management across the Academy.
- 3.4 Heads of academic and professional services areas, supported by their administrators, have overall responsibility for the management of records within their departments.
- 3.5 Committee secretaries are responsible for creating and preserving a complete record of committee business.
- 3.6 All staff must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Academy's Records Management and Data Protection and Data Retention policies.

4 Monitoring

- 4.1 The approved retention period for all categories of records are published on the Academy's Data Retention Policy (DPR) and in greater detail on The Compliance Space (Black Penny Consultancy) database. The DPR and The Compliance Space are updated on an annual basis

5 Legislation and Regulations

- 5.1 This policy has been formulated to ensure compliance with relevant regulations and legislation including, but not limited to:

Data Protection Act 2018
Environmental Information Regulations 2004
Freedom of Information Act 2000
General Data Protection Regulation 2018

6 Other relevant policies

- 6.1 The following related policies are available on the Intranet:

Freedom of Information Act: process for dealing with requests
Data Protection Policy
Data Retention Policy
Confidentiality Policy

7 Guidance

- 7.1 Advice and guidance is outlined in the Record Management - Good Practice Guidelines available on the Intranet.

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Appendix A: Definitions

Records

Records are defined as documents, in all formats, which facilitate the business carried out by the Academy (e.g. teaching, learning, administration and research) and which are thereafter retained (for a defined period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard or electronic copy, and include email.

Records management

Records management is defined as the efficient and systematic control of the creation, receipt, maintenance, use and disposal of records. Records need to be identifiable, comprehensive and accessible.

Record maintenance should ensure that:

- information is adequate, relevant and appropriate for purpose
- information is only accessible to relevant staff
- personal data is accurate and kept up to date
- data subjects are made aware of what personal data is held and how it is to be used
- information is easy to locate and retrieve
- information is stored securely and backed up appropriately
- information is only kept as long as required

Record cycle

A basic concept in records management is the record cycle. The life of a record goes through phases starting from when it is created or received by the institution, through to its use, maintenance and temporary storage before finally being destroyed or archived permanently.

Creation>Active Use>Retention>Disposal

Due to the nature of the institution, some records at the Royal Academy of Music will be preserved for their unique historical interest.

Data Retention Policy

A Data Retention Policy is a key element of records management. The DPR details the periods of time for which an organisation's records are to be retained. A DPR should include:

- Categorisation of records/data held
- Department responsible for records management
- Purpose for the retention of records/data
- Basis of retention (e.g. operational/regulatory/legal requirements)
- Retention period