LONDON SCHOOL OF ECONOMICS RECORDS MANAGEMENT POLICY

1.   Purposes of this policy

1.1   The School's records are important sources of administrative, evidential and historical information, and therefore crucial to the current and future operations of the university. This Policy has been implemented to help the School:

- Meet its legal obligations under such legislation as the Freedom of Information and Data Protection Acts; and
- Support the objective of maintaining financial sustainability as outlined in the 'Essential Foundations' section of the Strategic Plan 2009-14, by making efficient use of physical and server space, staff time and finance; and
- Manage information resources effectively, by making sure records can be located, accessed, interpreted, trusted and maintained.

1.2   Senior managers of the School believe that administrative and management processes benefit from a system of records management that enables it to meet the purposes listed above.

2.   Scope of this Policy

2.1   The Secretary and Director of Administration has the overall responsibility for the implementation of this policy in the School, with day-to-day responsibility delegated to the Records Manager.

2.2   A record is information created, received and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business.[1] This means the outputs of transactions and decisions that are recorded. For example, a telephone conversation is not a record but a voicemail message is. Ephemeral information, such as arrangements for meetings, are not records.

2.3   Records can be in either paper or electronic format and both formats are covered by this policy

2.4   This document sets out the overall framework within which staff should manage their records. It is likely to be relevant to all of the School's departments and divisions, and to many staff in them.

2.5   The Records Manager will produce operational procedures and guidance to help members of staff implement the objectives of this policy.

2.6   All records created in the administration and governance of the School are the property of the School. However, all records not owned by the School but stored on School systems should also be managed properly.

3.   Responsibility for Records Management

3.1   All members of staff who create, store, receive and use records must:

- Treat records as a School resource;
- Ensure as far as practicably possible that records are accurate and filed in such a way that they can be easily located;
- Keep records no longer than they are needed;

- Keep confidential records in a secure environment;
- Keep records stored in a safe and cost-effective way;
- Allow people to access information only if they need or have a right to do so;
- Create records that are accurate and that do not defame another individual, expose the LSE to unnecessary risk or to tamper with records in a way that risks them becoming inaccurate;
- Save long term records in an open source or archival format to ensure readability even if systems change

3.2   The heads of academic departments or administrative divisions are responsible for ensuring that the actions listed above are communicated to, and carried out by, the members of staff whom they manage.

3.3   The Records Manager is responsible for semi-current records, which are stored outside of a department or division in, for example, a central depository with numerous types of records or in off-site storage facilities. This is subject to paragraph 3.7.

3.4   The Records Manager will advise on records management procedures and best practice in the School and provide guidance on how to achieve best practice.

3.5   The Records Manager will lead on the creation and maintenance of retention schedules for the School, with input from other staff who will need to use them.

3.6   The Records Manager will have a coordinating role in the movement and/or storage of a department's or division's records, thereby helping to ensure that records are kept for their lifespan and then either destroyed or transferred to the School's Archives if they have historic value.

3.7   The Archivist will ensure that School records with historical value are kept permanently.

3.8   The Information Security Manager will provide advice and guidance on ensuring records are kept secure in line with the Information Security Policy.

4.   Relevant Legislation, Professional Standards and School Policies

4.1   Council, as the LSE's board of directors and charity trustees, will be responsible for the School's being compliant with legislation and professional standards which are relevant to the area of records management.

4.2   The Records Manager will be responsible for monitoring the School's level of compliance with any relevant legislation, such as the Companies Act 2006, Data Protection Act 1998 and the Freedom of Information Act 2000 in the UK or similar legislation wherever that information is stored or processed.

4.3   The Records Manager will monitor the School's compliance with all professional codes of practice and industry standards, such as ISO 15489 and guidance from the Information Commissioner's Office and the Ministry of Justice.

4.4   The Records Manager will try to ensure that the School's records management systems and procedures inter-relate with other internal policies, such as those produced in the areas of archiving, business continuity policy and information security. The identification and maintenance of important records is a vital element of the School's business continuity work.

4.5 The Records Manager will take account of the School's Information Security Policy when developing policies and procedures for the management of information.

5. Training

5.1 The Records Manager will be responsible for organising an appropriate amount and level of training for relevant members of staff.

6. Status of this document

6.1 Council approved this document on 2 February 2010. It will be reviewed annually.

6.2 This policy will be supported by guidance that will be produced separately. This will include, but is not confined to, the following:

1. What is a record?
2. Managing paper records
3. Managing electronic records
4. Data Protection and records
5. Freedom of Information and records
6. Committee records
7. Transferring records to secondary storage
8. Transferring records to the School's Archives
9. Destruction of records
10. Leaving procedure
11. Records from research and teaching