

Royal Northern College of Music

Records Management Policy

Policy & Procedure

Department: Executive

Document owner: Data Protection Officer

Approval Committee: Executive Committee

Revised: June 2018

Period of Approval: 3 years

Review Date: June 2018

RNCM



ROYAL NORTHERN
COLLEGE *of* MUSIC

1. Purpose

The Royal Northern College of Music (RNCM) recognises that the effective management of its records is necessary to support its core functions, to comply with its legal and regulatory obligations and to contribute to the effective overall management of the College. College records are defined as those documents or data sets which arise from, or facilitate, its business and which provide evidence of its transactions or activities.

2. Scope

This policy applies to all employees of the RNCM and to all records created, received or maintained by staff of the RNCM in the course of carrying out their corporate functions. This policy also applies to all contractors, suppliers, partners and external researchers who may be given access to College records. Records and documentation created in the course of research, whether internally or externally-funded, are also subject to contractual record-keeping requirements.

3. Policy Statement

Records are an important asset to the College and they require appropriate management for effective and efficient administration, for the discharge of College business and for compliance with legislative requirements. Good management of records also helps organise records appropriately, removes out of date or superseded records and reduces duplication of documents and data. It is the intention of this policy to ensure that records of vital importance for the continuing operations of the RNCM are identified and managed systematically. Namely:

- That the College's non-current records should be stored in an organised, efficient and, where necessary, confidential way.
- That the College will monitor and offer advice on the creation, maintenance, version control and disposition of records throughout the College.
- That the College will ensure compliance with legislation relevant to the creation and processing of records including but not limited to the General Data Protection Regulations 2018, Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
- That the College will facilitate the identification and selection of material suitable for permanent preservation in the College Archives.

Records may be created, received or maintained in any format. Records should be retained, stored, archived and destroyed according to the RNCM Retention Schedule (list of record series (types of records) setting out the periods/actions describing their preservation/ destruction).

4. Responsibilities

4.1 Heads of School/Department

Heads of schools and departments have overall responsibility for the management of records generated by their school/department's activities, thus ensuring that the records created, received and controlled within their department or unit, and the systems (electronic or otherwise) and procedures they adopt, are managed in a way which meets the aims of the College's record management policies.

4.2 Committee Secretaries

Committee Secretaries (formal College committees) are responsible for ensuring that a full record of a committee's business (its minutes, agenda and all supporting papers and reports – regardless of their format/medium of origin) is preserved according to the agreed current methodology. This official record, in paper or electronic format, becomes part of the permanent record in the College Archive and will be taken as the definitive and authentic record. Copies of minutes, reports and papers will be the personal responsibility of individual committee members, to be confidentially destroyed routinely and must not be passed on for archiving.

4.3 Staff

Individual employees must ensure that records for which they are responsible are a complete and accurate record of activities, which are maintained and disposed of in accordance with the College records management guidelines.

5. Related documents

This policy has been formulated within the context of College policies and guidelines, national legislation and professional standards. This policy establishes a framework for guidance on the procedures necessary to comply with the policy.

Retention Schedule
Data Protection Policy
Information Security Policy
Freedom of Information Policy
Email Guide

6. Contact

Data Protection Officer
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