



## RECORDS MANAGEMENT

### What is Records Management?

Records Management is the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, retention and disposal of records.

### What are Records?

Records are defined as all those sets of information, which facilitate the business carried out by the University and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received, or maintained in all types of recording media including hard copy and electronically. Some will be identified for permanent preservation in the University's archive.

### What are the advantages of Records Management?

Good Records Management leads to:

- Improved control of valuable information resources
- Improved management and availability of information
- Better use of physical and server space
- Better use of staff time
- Compliance with legislation and standards
- Reduced costs
- Reduced duplication and less waste

### Does Records Management mean extra work for me?

No. Records Management is a part of the way people work, not another job on top of it.

### Does the University have a Records Management Policy?

The University's policy is available at <http://foi.st-andrews.ac.uk/doc.jsp?id=791>.

### Where do I go for help?

#### Records Management:

Contact Mark Robinson, Information Management Coordinator, Business Improvements, Tel ext 1780, [Records.Management@st-andrews.ac.uk](mailto:Records.Management@st-andrews.ac.uk). Guidance is also available on the Records Management website at [www.st-andrews.ac.uk/foi/recordsmanagement](http://www.st-andrews.ac.uk/foi/recordsmanagement).

#### Muniments and Archives:

Contact Rachel Hart, Muniments Archivist, Special Collections Department, Tel ext 2327/2339, [rmh@st-andrews.ac.uk](mailto:rmh@st-andrews.ac.uk). Guidance is also available on the Special Collections department website at [www.st-andrews.ac.uk/specialcollections](http://www.st-andrews.ac.uk/specialcollections).