

National University of Ireland, Maynooth Records Management Policy

Introduction

All documents created and received in the course of its official business constitute the official records of the National University of Ireland, Maynooth. The information that University records contain serves as evidence of functions executed and activities performed, and comprise a vital source of information as to how and why decisions were taken. Given that good quality records are of value to any organisation, their effective management is necessary to ensure that the records maintained are authentic, reliable and complete and to ensure that they are protected and preserved as evidence to support future actions and to ensure current and future accountability.

Definition of records management

Records management is the application of controls and procedures to the creation, maintenance, use and disposal of records, elements of which include correspondence and forms management, identification of the staff member responsible for the record, records classification, files management, retention scheduling, disaster planning, vital records protection, the administration of inactive records storage, the management of record conversion programmes, archival preservation activities and destruction of records. Good records management is of especial significance in the context of the University's functions, where the maintenance of academic records is a core activity.

Effective records management enables the University to create and maintain records that allow it:

- conduct business in an orderly, efficient and accountable manner,
- deliver services in a consistent and equitable manner,
- support and document policy formulation and managerial decision-making,
- provide consistency, continuity and productivity in management and administration,
- facilitate the effective performance of activities throughout an organisation,
- provide continuity in the event of disaster,
- meet legislative and regulatory requirements, including archival, audit, and oversight activities,
- provide protection and support in litigation, including the management of risks associated with the existence of, or lack of evidence of organisational activity,
- protect the interests of the organisation and the rights of employees, clients and present and future stakeholders,
- support and document current and future research and development activities, developments and achievements, as well as historical research,
- provide evidence of business, personal and cultural identity, and
- maintain corporate, personal or collective memory.

Records management policy

The purpose of this records management policy is to ensure the creation and management of authentic, reliable, complete and usable records, capable of supporting the University's functions and activities for as long as they are required. The objectives of the policy are to

- support records management within the University
- support organisational compliance with legislation and University regulations
- ensure the preservation of records of permanent value and establish criteria to maintain and assure continued access for the University to appropriate historical records

University records

The records of the University consist of information, regardless of format, created or received by University officers and employees in the course of performing official functions on behalf of the University and held as evidence of its organisation, functions, policies, decisions,

procedures, operations, and internal or external transactions. Records can be recorded on any physical form or medium, including paper or electronic.

- All records created or received by the University and its officers and employees in the course of their official duties are the property of the University and subject to its overall control and must be created, maintained, used and disposed of in accordance with approved procedures and guidelines.
- All records created and received by the University or its officers and employees in the course of their official duties must be retained as long as required to meet legal, administrative, financial and operational requirements of the University. Regardless of this policy the University is bound by existing relevant legislation including the Statutes of Limitation.
- All records created and received by the University and its officers and employees in the course of their official duties must be disposed of in a manner that safeguards the confidentiality of the information they contain.
- All records created and received by the University and its officers and employees in the course of their official duties that are permanently preserved must remain subject to the control of those officers and employees.

This policy supports the provision of a structure for the ongoing application of records management in the National University of Ireland, Maynooth consisting of a records management implementation plan, records classification scheme, records retention schedule and best practice guidelines.

Freedom of Information Office
Subject to review in 2015