

## Records Management Policy

1. [Introduction](#)
2. [Definition](#)
3. [Scope of the Policy](#)
4. [Policy Statement](#)
5. [Implementation](#)
6. [Staff Guidance](#)
7. [Responsibilities](#)

### Introduction

Information is a corporate asset and the records of the RVC are important sources of administrative, evidential and historical information. They are vital to the organisation in its current and future operations, for the purposes of accountability, and for an awareness and understanding of its history and procedures. This Policy was approved by the College's Senior Management Group (SMG) on 26th November 2007. It will be reviewed in September 2012.

### Definition

Records are defined as all those documents, regardless of format, which facilitate the business carried out by the University and which are thereafter retained to provide evidence of its transactions

## Policy Statement

Responsibilities