

Policy Title	Digital Archive Policy
Issue date (m/y)	September 2010
Author	Information Management Group
Approved by	Information Management Group
Review Date (m/y)	July 2012
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Context and/or Aims

Loughborough College acknowledges that the efficient management of its digital documents and email records is necessary for a number of reasons:

- to support its core functions,
- to provide an efficient and effective service to learners and staff
- to comply with its charter and legal obligations,
- to contribute to the effective management of the organisation.

This Policy has been drawn up to complement and support the following:

- College Data Protection Policy
- FE Records Retention Guidelines
- College Archiving Scheme (Appendix 2)

Compliance with this Policy will in turn facilitate compliance with not only information-related legislation (specifically the [Data Protection Act 1998](#) and the [Freedom of Information Act 2000](#)), but also other legislation or regulations (including audit, copyright, and Equal Opportunities) which affect the College.

This document provides the policy framework through which this effective management can be achieved and maintained.

Policy Statement

There are key teams or individuals with responsibility for retaining documents and email records in a digital format, including:

Clerk to the Governors
Estates
Finance
Health and Safety
MIS
Personnel
Quality

Records relating to all College activities will be maintained in appropriate formats, will be stored in secure locations, and will be managed in accordance with the current legislation and other considerations relating to the storage,

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security, confidentiality, and processing of data, and the FE Records Retention Schedule.

Requirements for Implementation

The college has a document management system in place which is designed to retain key documents in electronic format, and accessible via links from the corporate software – for example all student information can be accessed through ProSolution, and invoices are accessible through Mondas. This approach is planned to be developed for key areas such as Personnel, Health and Safety, and link to the Governors.

For the key teams identified above, the Team Leader or Manager will be responsible for ensuring that documents are scanned onto the document management system correctly to ensure they can be retrieved using standard search terms such as a student or staff name, ID number, DOB. The documents will be retained on the college systems, and backed up according to the College backup policy.

Any college documents that are currently not covered by the new document management system will be retained in the college archive in paper format. The length of time that this data is stored will be consistent with the FE Record Retention Schedule.

Related Documents

[FE Records Retention Schedule](#)

College Records Management Policy

Data Protection Policy

Data Protection Guidance for Staff

Archiving Procedure