



**THE UNIVERSITY
OF THE
WEST INDIES**

**University Archives and Records Management
Policy**

THE UNIVERSITY OF THE WEST INDIES

UNIVERSITY ARCHIVES & RECORDS MANAGEMENT POLICY

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1. Introduction

- 1.1. This Policy revises and updates the University Archives & Records Management Programme (UARMP) policy approved by the University Archives & Records Management Committee (UARMAC) at its meeting on May 23, 2012, and by the University Finance and General Purposes Committee (UF&GPC) at its meeting on October 29, 2012.
- 1.2. This updated version of the policy received final approval from UARMAC at its meeting of May 17, 2021

2. Purpose and Context

- 2.1. The University of the West Indies (The UWI) recognizes that its records and archives and the information they contain represent important business assets which must be managed effectively in order to ensure:
 - Efficient functioning of the institution including efficiency and productivity in program delivery;
 - Compliance with legal and regulatory requirements and the management of risk;
 - Good corporate governance;
 - Business continuity
 - Preservation of institutional memory.
- 2.2. The University Archives and Records Management Policy (hereafter referred to as The Policy) therefore provides the principles for the creation and management of authentic, reliable, and usable records capable of supporting the University's business functions and activities for as long as they are required. The Policy also provides the principles for the management of the institution's records of long-term value which are to be preserved for their archival value.

3. Scope

- 3.1. This Policy is binding on all members of staff, as well as consultants and contractors creating or handling University records.
- 3.2. This Policy applies to all University records regardless of their format, including physical, electronic, digital or audio-visual format. In addition to approved Electronic Document and Records Management Systems (EDRMS), The University uses a number of line of business systems that create and maintain

records and which also function as records systems. The content held across these systems is therefore governed by this policy.

- 3.3. The Policy applies to all University records regardless of their location. The records are the property of the University and responsibility for their safe keeping is vested in those sections of the University (which includes all units, departments, faculties, institutes, sites and centres) that generate, receive or maintain them. Once records are transferred to UARMP Records Centres or Archival repositories, the Campus Records Manager or Archivist, as appropriate, is responsible for their custody and control.

4. Definitions

Active Records

Records regularly used for the conduct of current business by The University and maintained in office of creation or receipt.

Archives

The records accumulated by The University in the conduct of business and preserved because of their continuing historical value.

Archival Management

The functions of: selection, appraisal, and acquisition; arrangement and description; reference services and access; preservation and protection; and outreach, advocacy, and promotion in respect of archival material

Disposition

A final administrative action taken by The University with regards to records including destruction, transfer to another entity, or permanent preservation.

Document

Information set down in any physical form or characteristic. A document may or may not meet the definition of a record.

Inactive Records

Records which are no longer frequently referred to in the originating department of The University, but are retained for established periods of time because of continuing administrative, legal or other value to The University.

Line of Business System

A system officially used and sanctioned by The University that gathers, condenses, and filters data until they become information, then makes that information available on time and in a useful form for supporting decision-making at various levels of management within The University. Current examples include PeopleSoft and Banner.

Recordkeeping System

Coordinated policies and procedures that enable records to be collected, organized, and categorized to facilitate their management, including preservation retrieval, use, and disposition. Recordkeeping systems may be manual or automated.

An electronic recordkeeping system may be either a distinct system designed specifically to provide recordkeeping functionality or part of another system. A distinct electronic recordkeeping system will comprise an application programme which provides recordkeeping functionality, data and metadata needed for management of the records controlled by the system, and any electronic records managed by the system. An electronic recordkeeping system may be part of another system, such as an application system or an electronic document/records management system, when the design of that system includes recordkeeping functionality.

Records Centre

The designated facility for the temporary custody, management and storage, of hard copy inactive Campus/University records as part of the University Archives and Records Management Programme.

Records Retention and Disposition Authority (RRDA)

The official instrument or document that specifies, approves and governs the retention period, final disposition and any access restrictions that apply to the University records to which it pertains. A RRDA establishes a timetable for the lifecycle of records from creation to final disposition.

Remote work

Remote work (also known as work from home [WFH] or telecommuting) is a type of flexible working arrangement that allows an employee to work from a remote location outside of their regularly assigned University location.

Software as a Service (SaaS)

A software licensing and delivery model in which software is licensed on a subscription basis and is centrally hosted. Examples in use at The University include Microsoft Office 365 and WebGENCAT.

University Records

Recorded information in all formats or characteristics generated, received and maintained by the University in pursuance of its objectives and obligations under the University Charter, Statutes and Ordinances and in transacting University business and kept as evidence of such transactions.

University Archives

University Archives are University records which are preserved permanently for ongoing organizational and research purposes and have been transferred to

archival custody in accordance with approved records retention and disposition authorities.

Vital Records

Vital records are those records that are necessary for the University to ensure business continuity during, and in the aftermath of a natural disaster or localized emergency.

5. General Policy Statements

- 5.1. The University Archives and Records Management Programme (UARMP) is the integrated cross-campus programme that provides for the professional, and consistent management of University records, in all formats, from creation to final disposition based on current international standards and recognised best practices.
- 5.2. The Programme is headed by the University Archivist who is responsible to the University Registrar, for its overall development and implementation. The University Registrar is the “custodian of the records of the University. ((Statute 13.2) (2012)
- 5.3. On each campus, the Programme falls under the ambit of the Campus Registrar with the Campus Records Manager responsible for the administration of the Programme.
- 5.4. Departments, faculties and other organisational units are responsible for the day-to-day management of records in their custody in accordance with this Policy and relevant procedures as set out by the UARMP from time to time.
- 5.5. University Records may be created or held in paper, electronic, digital, or audio-visual format.
- 5.6. Records created in the course of the University’s business are owned by the University. Employees, contractors, consultants, and entities are responsible for the protection and management of records of University activities that they undertake, and must ensure those records are only used for proper and authorized purposes.
- 5.7. All University Records shall be managed in the formal University information and records systems or prepared in such a way as to enable the transfer of them into formal information and records systems at the end of the contract.

6. Records Creation and Capture

- 6.1. Members of staff must create full and accurate records that adequately document the official business activities of the University in which they take part and ensure that information and processing systems that support business activities create appropriate records as part of supporting those activities.
- 6.2. University Records may be created in paper, electronic, digital, or audio-visual format.
- 6.3. Campus Records Managers will develop appropriate business classification schemes that are applicable to records created or received by their campus to assist in the effective management of campus records. Such schemes should be based on an analysis of functions, activities and work processes of departments and faculties.
- 6.4. All records created or received by employees while working remotely remain the property of The UWI and must as far as possible be captured into an official recordkeeping or line of business system or be preserved and transferred into official recordkeeping or line of business systems on return to workplace operations or at regular intervals during periods of remote work.
- 6.5. University records created during remote work arrangements are to be managed in accordance with this Policy.
- 6.6. The UARMP will collaborate with the Office of the University Chief Information Officer (UCIO) to ensure that recordkeeping requirements and appropriate governance rules are incorporated into all line of business and Software as a Service systems.

7. Systems for Maintaining Records

- 7.1. University Records must be maintained in approved physical or electronic systems and repositories which are suitable for their protection and preservation.
- 7.2. Electronic records are an indispensable source of information which forms part of The University's record. They must therefore be captured and integrated into official recordkeeping and/or line of business or software as a service systems and managed in accordance with the organization's recordkeeping policies and procedures.
- 7.3. All Electronic Document and Records Management Systems, as well as line of business and software as a service systems in which records are kept, must be able to facilitate the capture of metadata to ensure the authenticity, integrity, reliability, and usability of the records it contains. All systems must contain audit capability.

7.4. Physical records must be kept in filing rooms and records centres in which the appropriate conditions for the preservation and security of records are maintained.

7.5. Vital Records are those records that are necessary for an organisation to continue to operate in the event of a disaster. Campus Records Managers must work together with department heads to identify and develop specific plans for the management of their vital Records on an ongoing basis.

8. Digitisation of University Records

8.1. University records may be digitised for the purposes of preservation, reducing storage space and/or improving access to and manipulability of the data.

8.2. Documentation of digitization and other reformatting processes and procedures must be maintained. Reformatted reproductions must have the same acceptability and legal status as the original record.

8.3. The UARMP will identify the most current and relevant standard(s) including metadata, for use in digitization.

9. Access to Records

9.1. Staff must have access to the records required for them to perform their duties.

10. Retention and Disposition of Records

10.1. The UWI retains its records for appropriate periods of time taking into account legal, regulatory, fiscal and operational requirements.

10.2. All records are created for a purpose, whether administrative or operational and they have value for as long as they continue to be useful and needed in conducting university business. No university record shall be destroyed without an approved records retention and disposition authority (RRDA).

10.3. Preparation of RRDA's is the responsibility of the Campus Records Manager who must be guided by the approved UARMP Retention and Disposition Guidelines set out in Appendix I of this Policy.

10.4. Once a RRDA is approved, the Campus Records Manager is responsible for guiding its implementation. Records identified for archival custody must be transferred to a records center or archives facility as soon as possible.

10.5. Any member of the University staff who knowingly destroys or approves the premeditated destruction of University records, which are unscheduled, or

which are known to be scheduled for transfer to the Archives, or who refuses to comply with approved records retention and disposition authorities may be subject to disciplinary action.

11. Archives Management – General Policy Statements

- 11.1. The UWI Archives is an institutional Archives which, as part of the UARMP, carries out a programme of archival management for The University.
- 11.2. The UWI Archives has adopted the International Council on Archives Declaration on Archives which recognizes archival holdings as a unique and irreplaceable heritage, an authoritative source of information underpinning accountable and transparent administrative actions and playing an essential role in the development of The University and society by safeguarding and contributing to individual and community memory.
- 11.3. The archival holdings consists of University records which are preserved permanently for ongoing organizational and research purposes and have been transferred to archival custody in accordance with approved RRDA.
- 11.4. Archives normally contain the following values:
 - evidential value – the documentation of the organizational structure, functions, policies, procedures and programmes of the University;
 - informational value – information on persons, places and events concerning the University.
- 11.5. In addition to the records transferred from The UWI campuses, the University Archives, also has in its collections ‘university related’ records which complement the official records in the holdings and provide context to persons, events and overall activities important to recounting the history of the University and the region it serves.
- 11.6. The core Archival functions: selection, appraisal, and acquisition; arrangement and description; reference services and access; preservation and protection; and outreach, advocacy, and promotion will conform to international standards for archives management.

12. Archival Selection and Acquisition

- 12.1. The UWI Archives will receive (in physical or digital format) records identified to be of archival value from all its campuses. It will also receive records of enduring value from persons and organizations once these records fit the criteria described at 11.4 above.

- 12.2. The Archives will collaborate with other departments/units to ensure that all collections acquired by The UWI are appropriately cared for and preserved.
- 12.3. All archival collections received from parties external to The UWI will be governed by a donor agreement between the parties which will specify details concerning transfer and other terms of the donation.

13. Arrangement and Description of Archival Holdings

- 13.1. Archival holdings will be arranged and described in keeping with the principles of the General International Standard Archival Description (ISAD(G)) to promote accessibility and overall proper management of the holdings.

14. Reference Services and Access

- 14.1. The UWI Archives will provide access to internal and external researchers desirous of accessing its holdings subject to:
 - i. Existing guidelines on confidential records which may restrict access to certain classes of records.
 - ii. Any restrictions imposed by The UWI Data Protection Policy.
 - iii. Any restrictions as agreed upon with donors and as set out in donor agreements.
 - iv. The need to protect fragile records – these records will be made available once conservation or digitization of the document has been completed
- 14.2. Notwithstanding the above, the University Registrar and/or the Campus Registrar, on advice, has the authority in the interest of the University to restrict access to some records.

15. Preservation and Protection

- 15.1. The University Archivist will ensure the conduct of regular analysis of the condition of the institution's archival materials, including the devices and media on which they are preserved to determine appropriate preservation priorities and actions.
- 15.2. Staff of the Archives and Records Centres will apply best practices for long-term storage of archival materials using proper containers, encasements,

shelving, storage facilities, and environmental controls.

- 15.3. Digitization of physical archives will be employed as a preservation method for protection of at-risk and unique holdings.
- 15.4. All UARMP staff will adhere to established procedures to ensure the security of archival materials regardless of format, from damage, destruction, theft, and other forms of loss.

16. Outreach Advocacy and Promotion

- 16.1. The UWI Archives will develop and participate in efforts to publicize the archival collections and encourage the use of the holdings by both internal and external researchers.
- 16.2. UARMP members will participate in national and regional Archives associations with the aim of strengthening the professional practice in the region.

17. Programme Roles and Responsibilities

- 17.1. All University staff, consultants and contractors employed or engaged by The University of the West Indies are responsible for the management of all records generated and used in the course of their duties. University records created during employment or engagement with The University are the property of The University of the West Indies.

The following roles have specific records and information management responsibilities as follows:

UNIVERSITY REGISTRAR

Statue 13 section 13.2 assigns responsibility to the University Registrar as the custodian of the records of the University.

UNIVERSITY ARCHIVIST

The University Archivist, who reports to the University Registrar, is head of the UARMP with oversight responsibility for all University records and specific responsibility for archival records wherever situated.

ASSISTANT ARCHIVIST

Assistant Archivists are responsible for the day-to-day activities of the Archives established under the Programme.

ASSISTANT REGISTRAR (RECORDS)/CAMPUS RECORDS MANAGER

The head of The University and Archives and Records Management Programme as implemented on the campus, who, while reporting to the University Archivist on UARMP policies, plans and procedural matters, reports to their respective Campus Registrars on the day-to-day administration of the programme.

ALL STAFF

Each member of staff is responsible and accountable for creating and keeping accurate and complete records of business activities in which they are involved in either electronic or physical format and for complying with established records management policies and procedures

18. Governance – Advisory Committee

- 18.1. There shall be an advisory cross-campus committee to be known as The University Archives & Records Management Committee (UARMAC) which submits reports on a regular basis to the University Finance and General Purposes Committee.
- 18.2. UARMAC - Terms of Reference
 - i. ensure that the objectives of the Programme are carried out as efficiently as possible;
 - ii. comment on plans and projects proposed by the UARMP as well as proposed initiatives to be undertaken to improve the effectiveness of the Programme;
 - iii. submit reports and make recommendations to the University Council and/or the University Finance & General Purposes Committee on matters which would require their approval for action;
 - iv. perform an advocacy role in nurturing and soliciting support for the sustained development and improvement of the UARMP;
 - v. comment on, contribute to and perform an advocacy role in promoting the ongoing development the archival profession in the region.
 - vi. comment on, contribute to, advise and make consensus recommendations to University Council and other University and Campus bodies as appropriate, concerning the West Indies Federal Archives Repository and other regional collections;
 - vii. undertake other functions, from time to time, as assigned by University Council.

18.3. Composition

The UARMAC shall comprise:

- The Vice Chancellor or nominee as Chair
- The University Registrar
- The Campus Registrars
- The University Bursar
- The University Librarian and Campus Librarians
- Campus Records Managers
- One representative from each Campus' History Departments
- The University Chief Information Officer
- The University Archivist as Secretary
- The Chairman of the Federal Archives Advisory Board
- A representative from the regional archives and records management community

18.4. Meeting Requirements

Meetings of the Committee shall be held at least once in each calendar year and as far as practicable, during the regular round of University Meetings.

A quorum shall be six members, provided that the Chair and the University Archivist are in attendance.

19. Review of Policy

The Policy will be reviewed every five (5) years to ensure that it is current and in keeping with the University's overall Strategic Plan and records and archives management best practices.

Approved by University Finance and General Purposes Committee

Original Policy Approval Date: October 2012

Revised Policy Approval Date: September 2021

Appendix I

UNIVERSITY ARCHIVES AND RECORDS MANAGEMENT PROGRAMME RECORDS RETENTION AND DISPOSITION GUIDELINES

1. Introduction

The principles and guidelines on the retention and disposition of University records set out below are aimed at ensuring:

- that all University records are retained for as long as necessary to meet operational and business needs and are disposed of consistently across faculties, departments, divisions, units, centres, and institutes
- compliance with legal, regulatory and audit requirements
- preservation of the history of The University
- protection of The University in the event of litigation
- minimisation of the cost of record storage
- optimisation of the use of space

2. Scope

The guidelines apply to all records (in whatever format) created, received, maintained, and held by staff of The University. University Records are defined as:

Recorded information in all formats or characteristics generated, received, and maintained by the University in pursuance of its objectives and obligations under the University Charter, Statutes and Ordinances and in transacting University business and kept as evidence of such transactions.

3. Definitions

Appraisal

The evaluation of a records series or an individual record's value for retention, based on its current or predicted use(s) for administrative, legal, regulatory, fiscal, research, evidentiary or historical purposes.

Destruction

The definitive obliteration of a record beyond any possibility of reconstitution.

Disposition

A final administrative action taken by The University with regards to records including destruction, transfer to another entity, or permanent preservation.

Records series

A group of related records filed/used together as a unit and evaluated as a unit for retention purposes (e.g., personnel files, student files).

Records Retention and Disposition Authority (RRDA)

The official instrument or document that specifies, approves, and governs the retention period, final disposition and any access restrictions that apply to the University records to which it pertains. A RRDA establishes a timetable for the lifecycle of records from creation to final disposition.

Retention/Retention Period

The length of time a record must be kept to meet administrative, fiscal, legal, or historical requirements.

Transfer (of custody) – The change of custody, ownership and/or responsibilities for records.

4. Responsibilities

The University has a corporate responsibility to maintain and dispose of its records in a defensible, documented, consistent and compliant manner.

The University Registrar and Campus Registrars have overall responsibility for the management of records generated and held within The University and its Campuses.

Deans, Heads of Department, Directors of divisions, centres and institutes have overall responsibility for the management of records generated and held within their area of operation.

This includes:

- Assigning a staff position as the identified owner responsible for the management of records whilst in regular use, and for appropriate retention and disposal.
- Ensuring that their staff are aware of these guidelines and the overarching records management policy, and that they comply with the requirements.

- Signing off on destruction of records generated and held within their area of operation.

Archives and Records Management Staff are responsible for:

- Implementing records management practices and procedures consistent with these guidelines.
- Educating staff in the records management practices required by these guidelines.
- Providing support for the appropriate disposing of inactive records
- Protecting records in their custody against improper disposal
- Monitoring compliance with these guidelines

All members of staff are responsible for:

Ensuring that their work is documented appropriately and that the records which they create or receive are accurate and managed correctly and are maintained and disposed of in accordance with The University's policies, guidelines, procedures and any legislative, statutory and contractual requirements.

5. Related policies

These guidelines must be considered in conjunction with the following University policies and guidance:

- Archives and Records Management Policy
- Data Protection Policy

6. Records Retention

Principle of Retention

An organization shall maintain its information assets for an appropriate time, taking into account its legal, regulatory, fiscal, operational, and historical requirements. Records must only be kept for as long as is required to meet operational, business and legal needs.¹

The table below sets out the minimum length of time for which different categories of records held by the University should be maintained. This

¹ Generally Accepted Recordkeeping Principles® © 2017 ARMA International, www.arma.org/principles.

framework will be used by Campus Records Managers in developing the Records Retention Disposition Authorities for their campuses (see section 7).

The University of the West Indies Records Retention Authority Framework

RETENTION CODE	RETENTION CATEGORY	DESCRIPTION OF RECORDS	COMMENTS
RTC-1	Permanent	Records which are required for operational, legal, evidentiary, and other purposes for the life of the organization. These include but are not limited to records which document the establishment and development of the University including its policies and decisions of governing bodies and accreditation matters; records which document students' academic records and records relating to certain staff matters.	Permanent records may be found in different series of records across the various campuses. They are assigned a retention as permanent based on their ongoing value to the particular campus or the wider University. They are to be maintained by the respective campuses and managed to ensure continuing availability and access.
RTC-2	Archival	Records of potential intrinsic value to the University which should be preserved permanently for ongoing organizational and research purposes. They may contain evidential and /or informational value concerning operations, events, persons, places, and events of historical and other significance to the University.	Archival records may be found in any category of records across the campuses and once identified are to be transferred to the University Archives for preservation and management.
RTC-3	15 years	Records that have long term value for legal regulatory purposes; for business requirements and evidentiary purposes.	Ongoing appraisal to be done for this class of records as some may eventually be required for a longer term
RTC-4	10 years	Records needed for legal, fiscal purposes for a medium-term period. These may include but are not limited to records pertaining to special projects and consultancies; satisfactorily completed claims from stakeholders and records which capture significant operating decisions	In the event that any investigations or legal matters extend beyond the assigned retention period, a Hold should be placed on the records till all matters are resolved
RTC-5	7 years	Records required for audit or other evidentiary purposes for	Re-classification may be needed in cases where there

		operations and in accordance with stated financial or other regulations	are changes to existing laws and regulations
RTC-6	5 years	Records required to support operations and meet business requirements in the medium term	
RTC-7	3 years	Records required for short term administrative use.	
RTC-8	1 year	Transitory Records required only for reference, to inform of an event or serve as input to another set of records with longer retention	
RTC-9	Event +	Records with event-based retention triggers e.g. end of contract, termination of employment, disposal of asset, end of appeal period.	The specific number of years to be added after the trigger event will vary depending on the particular purpose of the records

7. Records Retention and Disposition Authorities

Records Retention and Disposition Authorities and procedures will be developed utilizing the retention periods outlined above to ensure that specific groups of records are retained for appropriate periods of time.

Records Retention and Disposition Authorities include the following information:

- i. Record description
The type of record and including all formats of the record.
- ii. Retention period
The recommended length of time for which the records should be kept by The University of the West Indies. Permanent retention may be advised for some records.
- iii. The disposal action to be implemented at end of retention period

8. Disposal

When a record reaches the end of its retention period a decision must be taken on its disposal, with the three possible outcomes:

- a) Reappraisal and retention for a further period based on need
- b) Permanent preservation / transfer to University archives
- c) Destruction

8.1 Reappraisal

Before action is taken to permanently preserve or destroy a record at the end of its retention period, it should be reappraised to determine if there is a current need justifying its further retention.

In certain circumstances it may be necessary to retain a record for longer than its defined retention period. A new operational function requiring its retention may have arisen, or it may be required for investigation or litigation purposes, or because it is needed in order to respond to an access request received under data protection or freedom of information legislation. If a record needs to be retained for longer, then a new retention timescale should be assigned to it. It is recommended that this date should not be too far in the future, enabling regular review of the decision while taking circumstances into account. A period of one year is recommended.

8.2 Permanent preservation

Some of the University's records are retained permanently because they have long term evidential or historical value. The University's Records Retention Schedule identifies records that have archival value. The following records are examples of items that may be worthy of permanent preservation:

- Records that document policy formation
- Records that show the development of the University's fabric and infrastructure
- Records that show evidence of important decisions or precedent
- Records showing the development of the relationship between the student body, academic departments, and the corporate functions
- Records documenting the University's relationship with external parties and stakeholders, and the University's place in the local, national, and international community
- Records that show the development of academic departments and corporate divisions
- Papers relating to the University's charter, statutes, ordinances & regulations, including agendas, minutes, supporting documents and reports relating to senior committees and decision-making bodies.

If electronic records have been identified as having archival value, then consideration should be given to whether they are retained in a format deemed to be future proofed, and how they can be transferred and stored for permanent preservation.

8.3. Destruction

Campus Records Managers are responsible for providing guidance and assistance to staff to facilitate the secure destruction of records that have reached the end of their retention periods. All copies, including security copies, preservation copies and where possible backup copies, held in any format must be destroyed at the same time.

The procedure for destruction of records ensures that all responsible parties are informed of and sign-off on of impending destruction.

The following applies to records destruction:

- Destruction must be irreversible
- Destruction must be secure and confidential
- Destruction must be timely
- Destruction must be as environmentally friendly as possible

A destruction certificate must be completed for all records, the certificate shall include the following:

- List of all records to be destroyed
- Approval from the originating department
- Citation of the RRDA under which the records fall
- Method of destruction
- Certification of destruction via signature of responsible staff

8.4. Routine Destruction

There are many documents with only short-term value or containing unimportant or duplicate information that can be routinely destroyed as part of normal business practice, and these have therefore not been included in the retention

schedule. Documents such as:

- Convenience copies
- Compliments slips
- Notices of meetings
- Notifications of acceptance or apologies
- Out-of-date reference material
- Obsolete publications, manuals, directories
- Superseded address and distribution lists

University Archives and Records Management Programme.
September 2021

Original policy approved by ____ date _____

Revised version approved by