



## Records Management Office Documentation

Version	Date of Change	Notes	Editor
1.0	04/03/2013	Created	Phil Oakman
2.0	04/04/2021	Update Tundra version and review	Phil Oakman

## Paperless Working for Committees

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## Paperless Working for Committees

Following a Senate meeting of the 21<sup>st</sup> March 2012 it was decided that the pilot processes for paperless committees were successful enough for this way of working to be fully and formally adopted throughout all Senate Committees. The University henceforth developed paperless working using TUNDRA2 and now Corporate SharePoint (TUNDRA3) for processes wherever the technology can make this possible.

As of the 1<sup>st</sup> August 2012 no paper copies should have been provided to committee members because all committee documents are produced and easily accessible electronically via SharePoint (and previously TUNDRA2) and the web. Only one paper copy of approved signed off minutes will ever need to be produced and these will be kept in an official University minute book. This will be retained by the minute Officer and will be placed into the University Archive on a two year rolling programme.

Committee members are expected to bring laptops or other portable media with them to meetings so as to be able to access the papers. It is understood that this may not be possible or practicable in every case and in these circumstances there will be a limited small number of devices available for loan for the duration of the meeting. Such devices will need to be booked in advance [How to book a loan laptop](#).

Paper copies will not be produced and will not be created by Committee Officers. If you want a paper copy the expense will be borne by the department or school concerned. All paper records should be destroyed securely after the meeting. In the extreme cases where there is deemed to be no alternative to paper, members of committees should make their own arrangements to create a short term paper version.

To make access to electronic records even easier the University has set up accessible SharePoint areas where Committee members will have access to the central copy of documents. This system allows for not just easier access to electronic records but easier sharing of documentation across schools and departments and if necessary, facilitate document sharing with international partners.

The next stage in the process should be the use of SharePoint (TUNDRA 3) in the management of programme and module information. Using this system all staff within the University will only need to look in one place to know that what they are accessing is the same as everyone else. They can also create a following new year's documentation whilst still retaining an existing year's information.