

Records Management Office Documentation

Version	Date of Change	Notes	Editor
1	03/04/2013	Created	Maggie Peach
1.1	14/02/2019	Template, logo, font changes	Annette Reeves
1.2	10.03.2021	Reviewed and minor amendments made	Phil Oakman
1.3	13/05/2021	Clarified storage locations	Gareth Reeves

What Are and Are Not Records

Items that are not records:

The following is indicative and is not necessarily a definitive list:

Items in that meet the criteria below should be stored in OneDrive or other storage areas that are not part of the EDRMS SharePoint sites*.

Duplicates – including:

- Snapshots of, printouts of or extracts from databases
- 'cc' and 'fyi' copies
- Unaltered drafts
- Circulated or convenience duplications of master documents (e.g. minutes of meetings run by someone else)

Working papers – where the results have been written up in to an official document and which are no longer required to support it

Transmission documents including:

- Standard covering letters
- Envelopes, Cover sheets
- Routing slips, Compliments Slips
(Items which accompany documents but do not add value to them)

Announcements and notices of meetings and events and notifications of acceptance or apologies relating to meetings and events

Copies of circulars from HEFCE and other academic or professional bodies

Requests for a prospectus, brochures, maps, travel directions etc.

Questions to help identify records:

Items in that meet the criteria below should be stored in EDRMS SharePoint sites. For a list of EDRMS SharePoint sites and guidance see links below;

[*EDRMS SharePoint site list](#)
[EDRMS SharePoint FAQ](#)

- Does it form part of a University transaction?
- Does it add value to or support an existing document?
- Does it show how a transaction was processed?
- Does it show how a decision was made?
- Does it document a change to a policy, procedure or methodology?
- Does it show when or where an important event happened?
- Is it a formal draft of a submission, agreement, or legal document?
- Is there a statutory requirement to keep the document?
- Is the document essential for the rapid re-establishment of business in your area?
- Does it fall within the functions and activities contained in the University's Retention Schedule?
- Is it in some other way a document that demonstrates the history of the University?

Note: EDRMS SharePoint sites have managed permission groups, change control and automated retentions applied, EDRMS is a managed secure storage area for storing University records.

OneDrive, Shared Drives are non-managed areas, only the owners of the documents in these non-managed areas are solely responsible for permissions and retention of documents therefore these areas are heavily reliant on manual management.

If you are still unsure, or for any further advice please contact the Records Management Office:

Email: Recordsmanager@northampton.ac.uk