

# **Records Management Policy of the University of Akureyri**

**Agreed at the University Council, 31<sup>st</sup> August, 2007**

## ***Introduction:***

The University of Akureyri creates and systematically preserves documents which establish the operations of the institution, support them, and guarantee responsibility to the law, to customers and to society.

## ***Validity:***

This policy applies to all employees of the university, all documents which are created and establish the operations of the university, and all systems which create and preserve documents.

## ***Aims:***

The aims of a record management policy are to:

- a) facilitate the management of the University of Akureyri by giving managers a better overview, improving management processes and clarifying the responsibilities of all managers who create documents.
- b) increase efficiency and improve information flow by giving staff a greater overview of procedures and work documents. Ensure conformity and systematic distribution of information, guarantee access and follow-up on cases, and that the status and processing of cases are clear. Ensure safe and speedy access to documents in compliance with current laws and regulations, and that the employees are aware of their responsibility in the creation and handling of documents.
- c) guarantee the safety of all documents through plans regarding:
  - their storage, whether in physical storage facilities or electronic format
  - their integrity and authenticity
  - the safety of confidential and irreplaceable documents.

## ***Responsibility:***

It is important that all employees are aware of their responsibility to maintain systematic records management.

- *Rector and Managing Director* are responsible for ensuring an effective records management plan.
- *Records Manager* is mainly responsible for establishing a record system, for implementing policy, procedures and standards of records management for the institution as a whole, and providing services relating to the management and handling of documents.

- *Directors and Deans of Faculty* are responsible for ensuring that their staff create and preserve documents as an essential part of their jobs and in compliance with current policy, procedures and standards in records management.
- *Systems Managers* are responsible for the safety of documents in the electronic records and information systems of the university, as well as for the copying, preserving and permanent deletion of computer data whose practical usefulness has passed, according to pre-defined rules.
- *All employees* create, receive and preserve documents as a part of their daily work, and are responsible for doing so in compliance with the policy, procedures and standards which have been put in place.
- *All contractors* operating under the records management policy of the University of Akureyri shall ensure that they follow the standards for records management established by the university.

***Records and Information Systems:***

The University of Akureyri's electronic record management system is GoPro.net. In GoPro.net electronic files are created and preserved; it also contains saved scanned files from original records on paper. In addition to GoPro.net, other information systems are used for preserving documents, such as accounting systems and the student registration system Stefanía.

***Implementation:***

In order to reach its proposed targets, the University of Akureyri will implement effective records management in compliance with laws and regulations and records management standards. Furthermore, procedures will be put in place pertaining to the classification and registration of documents in electronic and paper formats.

***Review.***

The policy shall be reviewed one year from its date of issue.