



Royal Conservatoire
of Scotland

RECORDS MANAGEMENT POLICY

Version 2.1.1, April 2025

Records Management Policy

1. Objectives

The objectives of the policy are to

- support efficient records management within the Conservatoire, in accordance with best practice
- support organisational compliance with legislation and regulatory obligations
- contribute to the effective management and accountability of the institution
- manage records in order that they can be used as an effective information source

2. What is a record?

A record is a document, regardless of format or medium, created or received, and maintained by the organisation, for the transaction of a business process, or kept as evidence of a business activity, as a historical record, or for legal or statutory compliance. The Conservatoire's records relate to any of its functions, whether administrative or academic. They are the property of the Conservatoire and subject to its overall control and will be created, maintained, processed and disposed of in accordance with its procedures and guidelines.

3. The Records Life Cycle

All records have a life cycle from creation/receipt, through into the period of active currency, on to closed files that are still referred to occasionally, and finally either confidential disposal or archival preservation. In the digital age it is especially important to introduce conscious management at the earliest possible stage as this will determine the ultimate extent of control over electronic material.

4. Responsibilities and Institutional Framework

4.1 The Conservatoire will, through its senior management, ensure the creation and management of authentic, reliable, complete and usable records, capable of supporting the Conservatoire's functions and activities for as long as they are required.

4.2 The CSMT and Heads of Departments have overall responsibility for the management of records generated by their departments activities, by ensuring that the records created, received and controlled within the departments, and the systems (electronic or otherwise) and procedures they adopt, are managed in a way which meets the requirements of the Conservatoire's records management policy. Line managers should ensure that staff clearly understand their record-keeping responsibilities, and that they adhere to this Policy and to the guidance contained within the Records Retention Schedule

4.3 The Head of Information Services is responsible for drawing up guidance for good records management practice and promoting compliance with this policy and good practice in such a way as to ensure the easy, appropriate and timely usage and retrieval of information.

4.4 Each Department has its own responsibility for effective and efficient archive and records management.

4.5 Each designated area will have its own Records Retention Schedule, identifying the records which it holds. The Records Retention Schedule will be reviewed regularly by the Head of Department and the Head of Information Services (at least once every 3 years)

4.6 Committee Secretaries are responsible for ensuring that a full record of a committee's business (its minutes, agenda and all supporting papers and reports - regardless of their format/medium of origin) is preserved for the correct length of time as specified in the Records Retention Schedule, and that any documents generated or received form part of the full and official record. Committee secretaries are responsible for ensuring records are stored in the appropriate repository for transparency and audit purposes.

4.7 All employees, whether administrative or academic, must ensure that records for which they are responsible are complete and accurate records of the activities, which are created, maintained, processed and disposed of in accordance with the Conservatoire's records management policy.

4.8 Fast & efficient access to records is essential for the Conservatoire's business efficiency and a key element in ensuring that the Conservatoire is in a position to fulfil its requirements under all relevant Data Protection and Freedom of Information legislation.

4.9 Records must be kept securely to ensure that no unauthorised persons can access, edit or alter records in any way.

4.10 A small percentage of the Conservatoire's records will be selected for permanent preservation as part of the institution's archives, for historical purposes and as an enduring record of the conduct of business.

4.11 Local working practices must adhere to the RCS Records Retention Schedules that clearly indicate the type of record and how long they should be retained for. Disposal must always be appropriately authorised and recorded. Secure disposal of paper records can be done via the RCS Print Room, and the RCS IT department can be consulted to advise on secure disposal of electronic records.

5. Relationship with Existing Policies and Legislation

5.1 This policy has been formulated within the context of national legislation and professional standards for records management, alongside relevant RCS policies. It is intended to act as a framework to support standards and promote compliance with legislative and regulatory environments.

6. Record Retention Schedule

Retention periods have been chosen using the following means:

- Recommendations of Records Retention Schedule for Higher Education Establishments compiled by [JISC](#)
- Regulatory and legislative recommendations, best practice recommendations and other HEI's
- Discussion with Head of Departments and individuals with departmental responsibility for records management

The full records retention schedule can be found in section 8.2 of the [Publication Scheme : Royal Conservatoire of Scotland Categories of Information](#).