

# British Institute of Technology England

## Archiving Policy

| Version Number | Purpose/Change | Author         | Date       |
|----------------|----------------|----------------|------------|
| 1.0            | Initial draft  | Pennington, DP | 10/10/2012 |
| 1.2            | Review         | Qadri, Quality | 1/9/2013   |
| 1.3            | Logo change    | P.Robinson     | 21/12/16   |

### 1. Purpose

The purpose of this archiving policy is to ensure that BITE manages its documents, records and student material according to good archiving policies and procedures. BITE must conform to both legal requirements for archiving and formal requirements of awarding bodies, as well as implement its own policy for internal documents.

### 2. Scope

Documents to be archived and covered by the Archiving Policy include legal documents relating to BITE as a limited company, End-of-year accounts, Human Resources files for both staff working at BITE and who have left the employment of BITE, other Human Resources Records, minutes of formal meetings, student records, student admissions documentation, student marked assessed work, and any other form of documentation that the Executive Committee deem to fall under this Archive Policy.

### 3. Background

Archives collect records of an organization that are of enduring, permanent and historical value once they are past the period of active use. When archiving material is the responsibility of the appropriate member of staff to ensure that documents for archiving have no current or frequent need to be used. Documents that do not need archiving should be destroyed on a routine basis, preferably by shredding.

Documents that need to be archived may need to be kept permanently because they are evidential, or for some other legal reason. They may be an historical record of the organization, be of wider value to the community or they may have a business need value.

Archived documents may be original and unique. As such they may be irreplaceable. An archive record may be the only copy that exists anywhere, and should be assumed to be so when considering what should be archived.

Archive records could be in any format or medium. They can exist electronically, although most are likely to be in paper format.

### 4. Staff Responsibilities

Managers at BITE are responsible for ensuring that appropriate documents and records are archived according to legal requirements, requirements of awarding and professional organisations, and according to internal requirements operating at BITE. Managers responsible for ensuring that the appropriate documents are both archived and kept in a safe and secure location include: Chief Executive, Principal, Deputy Principal, Academic Registrar and Associate Deans, Programme Leaders, Head of Finance, Head of Human Resources, Head of Marketing and Admissions, Head of Student Services, Head of Information Technology and Head of Facilities Management.

## **5. Organisational Responsibilities**

In archiving documents and records BITE will:

- Adhere to the data protection principles as set out in the Data Protection Act 1998, when storing and keeping personal data
- Be aware of its obligations placed upon it by the Freedom of Information Act 2000, the Environmental Information Regulations and other related legislation
- Be aware of its obligation to students and staff, both past and present
- Adopt appropriate and adequate security measures for storage and access to archival records in what ever format dependent on the record type
- Ensure that individual staff members will be responsible for the management of archival records in their local areas.

Any queries or requests for clarification about this archiving policy and what documents to archive should be referred to the Executive Committee via the PA to the Chief Executive.

## **6. Documents and records: guidance for archiving**

### **6.1 Financial accounts**

End-of-year and audited accounts are to be kept for a minimum of seven years. These should be kept in a secure place and are the responsibility of the Head of Finance.

### **6.2 Human Resource files**

Present and past staff files are the responsibility of the Head of Human Resources. Staff files for staff who have left the employment of BITE must be kept for a minimum of two years following the departure date of the member of staff. Files of present and past staff must be kept secure, with limited access by appropriate senior managers only.

### **6.3 Legal and other documents related to BITE as a business**

All such documents are to be kept by the Chief Executive Officer and, as appropriate, the Principal. These senior staff must ensure that secure and safe arrangements are in place for the storage of such documents.

### **6.4 Student admissions files**

It is the responsibility of the Head of Marketing and admissions to ensure that files admissions files and related documents (for example, photocopies of passports) are kept in a secure location with access determined by the Head of Marketing and

Admissions, the Chief Executive and the Principal of BITE. Admissions files for past students should be kept for a minimum of three years, or longer if it is the requirement of the awarding or professional, or the UKBA.

#### 6.5 Student assessed work

Student assessed work includes coursework, project reports and dissertations, examination papers and any other record of assessment that is summative. Formative assessment need not be archived. It is the responsibility of the Associate Deans to ensure that student assessed work is archived and well organized in the archive to allow quick access when the need arises. All student assessed work should be kept for three years following the Assessment Board meeting at which the final award to the student is made. The requirements of the awarding body/professional body must also be adhered to. For example, the University of Wales requires that samples of each type of assessed work for a module are archived for ten years. A sample is taken to mean two pieces of student work from the higher, middle and lower marks achieved for the assessment task.

It is the responsibility of the Associate Deans to ensure that the archiving requirements of the awarding/professional body are known and adhered to.

#### 6.6 Other documents and records

It is the responsibility of managers to ensure that any requirements for archiving are met and archives kept in an orderly and secure manner.

### **7. Disposal of archived documents and records**

When documents, records and other archived material is no longer needed and has fallen outside of the archive period for the material it is the responsibility of the appropriate manager to ensure that it is disposed of in an appropriate manner. Normally, this would mean that archived material to be disposed of should be shredded. The Facilities Manager will advise on companies that will remove and shred material to ensure that nobody else is able to access or read the disposed of archive material.

Electronically archived material should be deleted completely. The Head of Information Technology will advise on ensuring that this is achieved.