

THE MANAGEMENT OF PAPER-BASED STUDENT RECORDS

Responsibility for the management of paper-based student records resides with the Senior Tutor. However, with the establishment of an Alumni and Development Office it seems natural that, after a suitable time, the responsibility for archived files should pass to the College Officer responsible, at present the Keeper of the Records, working through the Alumni and Development.

According, I propose a new policy based on defining *active* and *inactive* files and assigning responsibility for their management to the relevant College Officer and Department.

An *active* file is:

1. a file for each current applicant for admission;
2. a file for each applicant for admission from the previous year;
3. a file for each newly-matriculating student (undergraduate and postgraduate);
4. a file for each student who matriculated in any of the previous eight years.

All other files are *inactive*.

It is proposed that it shall be the responsibility of the Senior Tutor and the Tutorial and Admissions Office to maintain and manage all *active* paper-based student records in a manner conformable to College policies.

It is proposed that it shall be the responsibility of the Keeper of the Records and Alumni and Development Office to maintain and manage all *inactive* paper-based student records in a manner conformable to College policies.

All active and inactive files shall be managed in conformity with the Data Protection Act and the Freedom of Information Act.

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