|  |  |
| --- | --- |
| SOP Title Reference: **Transferring Records Procedure** | logomedium |
| Author: GLAS |
| **GLAS Policies and Procedures**  Transferring Records | |
| St George's, University of London, Cranmer Terrace, London SW17 0RE | |

**Contents**

[1. Introduction 3](#_Toc184725133)

[2. Purpose 3](#_Toc184725134)

[3. Scope 3](#_Toc184725135)

[4. Procedure 3](#_Toc184725136)

[5. Compliance and Assistance 4](#_Toc184725137)

[6. Supporting Documentation 4](#_Toc184725138)

[7. Policy Review Procedure 4](#_Toc184725139)

[Document Information 4](#_Toc184725140)

[Document History 5](#_Toc184725141)

# Introduction

This procedure provides guidance on how to manage records held by teams whose function is moving to another Directorate.

# Purpose

Records contain information that is needed for the day-to-day work undertaken by our staff.

Therefore, it is important the Directorate responsible for a process (function) holds the records related to that function. Maintaining the audit trail for previous work is crucial to ensure that records remain accurate and retain integrity.

Should the responsibility for running a function i.e. accounts payable, student conduct and compliance, be transferred to a new Directorate records relating to the work undertaken should also be transferred.

# Scope

This policy must be followed by all SGUL employees and contractors who create and handle records.

A transfer is:

1. A function or process moving from one directorate within the same organisation

# Procedure

1. Responsibility for the records relating to the transferred function will rest with the receiving Directorate.

1. Responsibility for handling Freedom of Information Act 2000 (FOI), Environmental Information Regulations (EIR), and Data Protection Act 1998 Subject Access requests will rest with the Directorate which currently has responsibility for undertaking the function.
2. If time-expired records related to a function being transferred have not yet been reviewed for disposal, the transferring and receiving Directorates should, time permitting, conduct a joint review. This review aims to dispose of records that are no longer needed, thus avoiding the transfer of unnecessary records for administrative, historical, or cultural purposes.
3. It is recommended that an inventory is prepared and sent with the records. The inventory should contain the following details:

* Which records are currently held and the information they contain,
* Where these records are,
* Whether the records are currently active,
* Date span of the records,
* The format records are held in, and the equipment needed to read them,
* The appropriate contacts with responsibility for the records, and
* Whether records have been destroyed or transferred to the Archives.

# Compliance and Assistance

The Directorate that owns the function should work with the receiving Directorate to ensure the records are transferred in timely fashion.

For advice regarding the retention of records, electronic or hardcopy, contact the Records Manager – [khylan@sgul.ac.uk](mailto:khylan@sgul.ac.uk).

If you wish to deposit a record in the Archives, contact the Archivist - [jahvensa@sgul.ac.uk](mailto:jahvensa@sgul.ac.uk).

Researchers can obtain support from the Research Data Support Manager - [researchdata@sgul.ac.uk](mailto:researchdata@sgul.ac.uk).

If you would like technical assistance with transferring your electronic records, contact IT Services – [ITAV@sgul.ac.uk](mailto:ITAV@sgul.ac.uk).

# Supporting Documentation

[The SGUL Retention Schedules](https://www.sgul.ac.uk/about/governance/compliance/University-Retention-Schedules)

[Retention & Disposal Policy](https://www.sgul.ac.uk/about/governance/policies/retention-and-disposal)

[Records Management Policy](https://www.sgul.ac.uk/about/governance/policies/records-management)

[Archives and Special Collections Policy](https://www.sgul.ac.uk/about/governance/policies/archives-and-special-collections)

[Archives and Special Collections Development Policy](https://www.sgul.ac.uk/about/governance/policies/archives-and-special-collections-development)

[Research Data Management](https://www.sgul.ac.uk/about/governance/policies/research-data-management)

[Privacy Notices](https://www.sgul.ac.uk/about/our-professional-services/information-services/information-governance/data-protection/privacy-notice)

# Policy Review Procedure

This policy will be reviewed annually by the Records Manager.

|  |  |  |  |
| --- | --- | --- | --- |
| Document Information | | | |
| Document Name | | | Managing Leavers Records Procedure |
| Author | | | Kirsten Hylan, Records Manager |
| Issue Date | | | 10/12/24 |
| Approved By | | |  |
| Last review | | |  |
| Next review | | | 10/12/2025 |
| Document History | | | |
| Version | Date | Summary of change | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |

|  |
| --- |
|  |