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Information matters

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Educating tomorrow's professionals

Information matters

M Sarah Wickham
University Records Manager



University of
HUDDERSFIELD



Records management

- Helps us to do our jobs better and saves time.
- Protects individuals and the University.
- Reduces costs, including storage space.

Electronic Document & Records Management Systems

- Help share and distribute information across departmental boundaries.
- Promote quality of information.
- Reduce storage requirements.

The Student Centre



Implementation: student records

The screenshot shows the Wisdom student records system interface. At the top, the 'Wisdom' logo is on the left and a red bar with a white 'W' is on the right. Below the logo is a navigation bar with 'Home', 'Folder', 'Search', and 'Wisdom Settings'. The main area is divided into two panes. The left pane shows a folder tree with a 'Folder' dropdown menu. The tree includes a root folder and several sub-folders: '[1] Student Admin' (expanded) containing '[1] Application and Enrolment', '[2] Module Choices', '[3] Research Degrees', '[4] Attendance', '[5] Placement and Field Trips', and '[6] Personal Circumstances'; '[2] Student Finance'; '[3] Student Services'; and '[2] Occupational Health'. The right pane has tabs for 'General', 'Folders', 'Subject/Keywords', 'Notes', 'Mand', 'Custom Items', and 'Security'. Below the tabs is an 'Audit Actions' dropdown menu. A folder icon is followed by a redacted area. Below that, the 'General' tab is active, showing a 'Reference' field with a redacted value, a 'Title' field with a redacted value, and a 'Next Number' field with the value '3'. A '+ Review' link is at the bottom.

View from the School of Education & Professional Development



Jane Reddington,
Deputy School
Services Manager

Admin staff are now either saving directly into Wisdom or scanning in - the process is quick once the student has been retrieved in SITS and saves time. We no longer need to sift through a filing cabinet for the piece of paper; an added bonus is that the need for storage space is reduced. Academics are also gradually being trained to access the student area through e-vision so there will only be one file per student - unlike the present situation of many files and no-one knowing exactly what is where!

Key sources of information

<http://www.jiscinfonet.ac.uk/InfoKits/edrm>

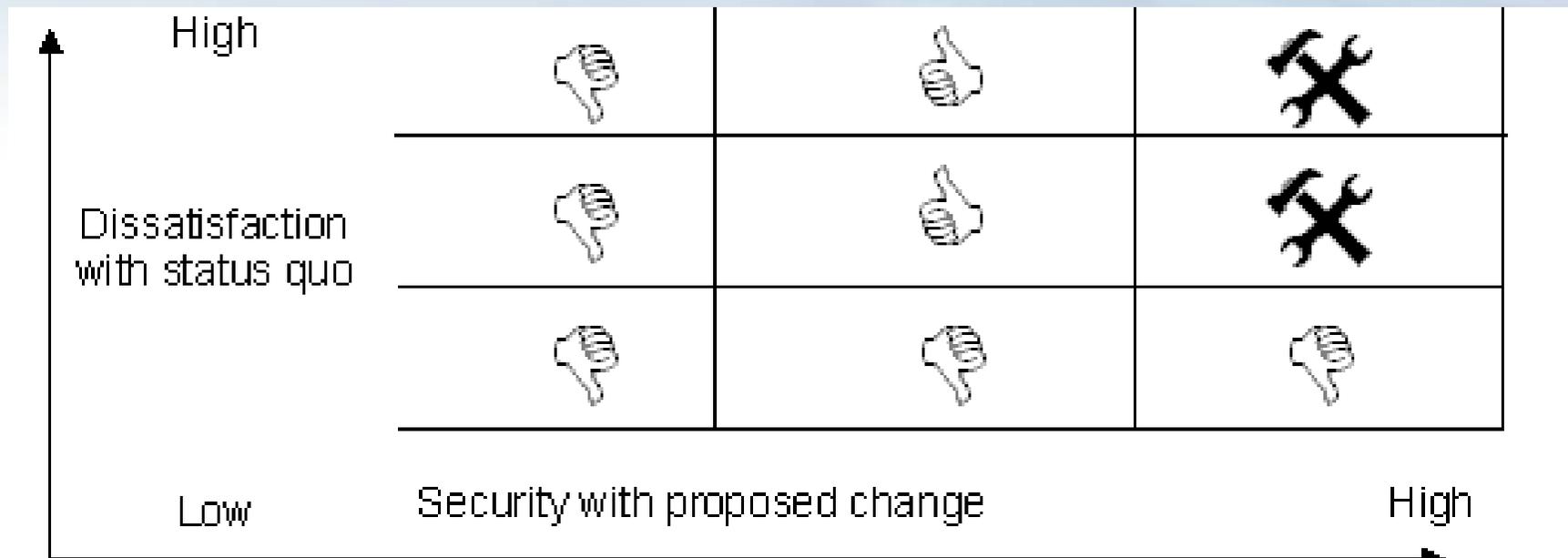
<http://www.cimtech.co.uk/>

[http://www.nationalarchives.gov.uk/
electronicrecords/default.htm](http://www.nationalarchives.gov.uk/electronicrecords/default.htm)

Not an exhaustive list!



Simmons and Dickinson: readiness for change



Communication is a two-way process



Key things it's useful to know early on

- How is information managed now?
- What's happening in the different areas of the organisation?
- What kinds of stakeholders are there, and at what levels?

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