
Records Retention Management in HE – The Way Forward

10th November 2006

This Expert Forum will consist of presentations and discussions on two main themes:

From Policy to Practice – Implementing Records Retention Schedules

Are HEIs bridging the gap between having a Records Retention Schedule and improving their records retention practices?

The Future of Records Retention Management

Are current approaches to managing records retention in HEIs ‘fit for purpose’ and for the future?

These will be followed by a discussion to identify and prioritise ways in which JISC could provide additional support for the management of records retention in HEIs.

Outline Programme

- 10.00 *Registration and refreshments*
- 10.15 Welcome and Introduction to the Expert Forum
Elizabeth Parker, Emmerson Consulting
- 10.25 Facilitation of Expert Forum Discussions
Margaret Procter, University of Liverpool
- 10.30 **Theme 1: From Policy to Practice – Implementing Records Retention Schedules**
Introduced by Steve Bailey, JISC
- 12.30 *Lunch*
- 13.00 **Theme 2: The Future of Records Retention Management**
Introduced by Steve Bailey, JISC
- 14.45 **JISC support for the management of records retention in HEIs**
- 15.30 *Close*

Short breaks will be taken during each session and refreshments will be available throughout the day.
