RMS North group: Scanning & Archiving
9th July 2009

M Sarah Wickham
University Records Manager
Scanning to manage records

• EDRMS and records management at Huddersfield – the background

• The current scanning project
  – Admissions and Records Office
  – Roll out the scanner (we’ll have a barrel of fun)

• Lessons learned
Huddersfield, EDRMS and records management

- 7 schools, 3 campuses, 12-13 support services
- 22,000+ students, 2,200(ish) staff
- “Document management project” begun early 2004; Wisdom EDRMS in use since autumn 2006
- Records manager/information governance officer appointed late 2007
What is the student record?

- Admissions: core details sufficient for the provision of an official transcript for students (from 1992 onwards)

- Admissions & Records office
- Academic School: Admissions tutor
- Academic School: School Office
- Academic School: Skills Tutor
- Academic School: Module leader
- Student Services: Careers
- Student Services: Counselling
- Student Services: Disability Support
- Student Services: Careers
- Registry: disciplinaries
- Occupational Health
- Registry: appeals
- Student Finance Office: ALF
- Student Finance Office: income
- Registry: appeals
- International Office
The student fileplan:

- [ADMIN] Student-Template
  - [01] Student-Admin
    - [01] Application-and-Enrolment
    - [02] Module-Choices
    - [03] Research-Degrees
    - [04] Attendance
    - [05] Placement-and-Field-Trips
    - [06] Personal-Circumstances
  - [02] Student-Finance
    - [01] Student-Expenses
    - [02] Access-to-Learning-Fund
    - [03] Payments
    - [04] Bridging-Loans
    - [05] LEA-Contrbution-Forms
    - [06] School-Finance-Issues
  - [03] Student-Services
    - [01] Student-Support
    - [02] Disability-Office-General-Correspondence
    - [03] Student-BOE-Disciplinary-Appeals-Complaints
    - [04] Exit-References
  - [04] Occupational-Health
    - [01] COSHH-40
    - [02] Health-10

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The scanning process

University of Huddersfield Registration Form 05/06 Academic Year

Student Number: 0577051

Course Code: HS270
Route Code: H277
Course Year: FIRST
Mode of study: PT

Please check the information printed on the registration form. If information is incorrect or blank, please write the correct information in the appropriately numbered box in the last column.

01 Surname: [redacted]
02 First names: [redacted]
03 Previous surname: [redacted]
04 Title: mes

Enrolment Form 0577051
What’s next?

• June/July 2009: infrastructure (server and local scan stations)
• July 2009: generic document import routines for student documents
• July/August 2009: the summer catch-up/stripping week
• Thereafter: new document types & import routines

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Lessons learned

• Project management: clarity of purpose and brief, timescale/momentum
• Explicit decision about being pragmatic/fit for purpose
• Risk-based approach depending on content
• Wider information needs in future
• Check image breaks in licences!
• Don’t forget to allow for handling, scanner daily rates and metadata creation
• Take digital preservation needs into account
www.hud.ac.uk/cls/recordsmanagement

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