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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 interface is divided into three sections:

- Left Panel (Folder Tree):** A tree view showing a hierarchy of folders. The root folder is expanded to show several sub-folders:
 - [1] Student Admin
 - [1] Application and Enrolment
 - [2] Module Choices
 - [3] Research Degrees
 - [4] Attendance
 - [5] Placement and Field Trips
 - [6] Personal Circumstances
 - [2] Student Finance
 - [3] Student Services
 - [2] Occupational Health
- Top Right Panel (Tabs):** A set of tabs for document management: 'General', 'Folders', 'Subject/Keywords', 'Notes', 'Mand', 'Custom Items', and 'Security'. Below these is an 'Audit Actions' dropdown menu.
- Right Panel (Form):** A form for document details. It has a 'General' section with the following fields:
 - Reference: [Redacted]
 - Title: [Redacted]
 - Next Number: 3Below this is a 'Review' section with a plus sign icon.

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>

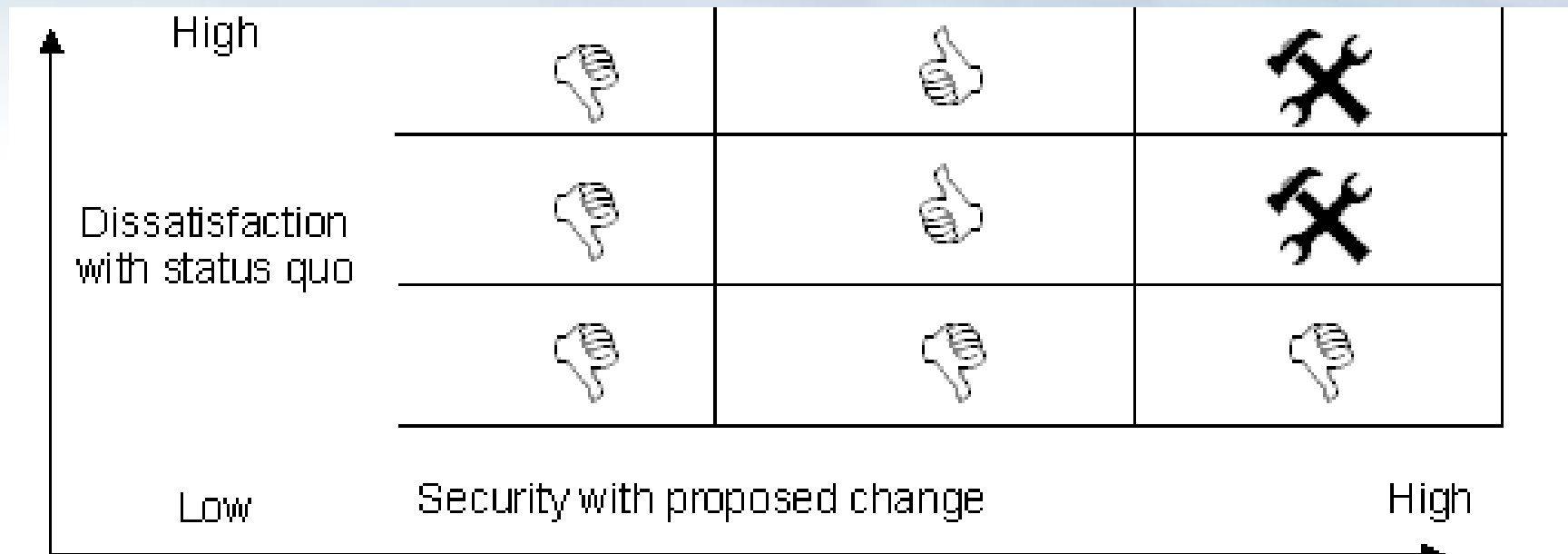
<http://www.cimtech.co.uk/>

[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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