KING'S College LONDON

LIBRARY Services

Information Management Services

Information Management Team

Provide for advice and support for:

- Content creation
- Active management during business use
- Retention for legal or business purposes
- Preservation

What is Information Management?

- Management of College Records
- Any format or media type
- From creation to disposal
- Based on legal and business requirements
- Includes digital preservation and transfer to the College Archives of records of historic value and interest

Why is it important?

- Fast accurate and reliable access to records
- Ensures destruction of information not needed by the business
- Helps to keep the College's corporate memory through protection of historically important records

Benefits of Information Management

- Ensures information can be found when you need it
- Evidences business activity
- Ensures compliance with legal and regulatory requirements to keep records
- Helps to meet stakeholder needs for accountability and transparency
- Enables staff to comply with the College's Records & Information Management Policy

Information management services to help you

- Digital Archiving – permanent preservation of digital archive material
- Electronic records management – new service offering storage and guidance for retaining digital records
- Records storage service for paper-based administrative records
- Destructions service – managed service for confidential records destruction – e.g. exam scripts
- Retrievals service – all record types within 5 days – 24 hours if required urgently

Advice and Guidance

Enquiry service within normal working hours

- Storage, retention and management of records
- Data Management advice for research staff
- Input to research bids or ethics applications
- Support for creation of data management plans for research data

Copyright

- Expert advice and best practice guidance
- Web pages with advice for students and staff
- Focus on technology enhanced learning

Training

- Scheduled or bespoke training sessions
  - Managing electronic records
  - Appraising records – how to apply the College's records & data retention schedule
  - Joint sessions with Legal Compliance
  - Copyright

Online resources

http://www.kcl.ac.uk/library/info-management

Professional support

- On-site records appraisal
- Guidance on listing, classifying and storing records
- Advice on new filing strategies

Thank you

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