Why are records important?
They help to show what happened, when, who was involved, and (hopefuly?) why. So they are:
- a valuable resource
  - for maintaining quality
  - for sharing appropriately
  - for complying with regulations and legal requirements
- a shared resource
  - for which we are all responsible
  - to which we all have appropriate access

Messages about Wisdom
Sharing across silos of the University
Reduces duplication
Security/controlled access/version control where appropriate
Easier retrieval (no point keeping stuff if you can’t find it again)
Deals with retention for us - reduces storage

What’s Wisdom used for?
Committee papers, some aspects of academic admin

The records management team works with colleagues across the University to put these ideas into practice - and to help solve the problems with information when this doesn’t happen!

Problems like:
- Finding information
- Keeping consistency over time
- Making efficient use of space (physical or network mailboxes)
- Sharing information with partners
- Responding to requests for information (both current and from the past)
- Being able to use information in decision-making
- Keeping information secure

What we can offer:
- Time and expertise
- Bespoke support, advice and guidance
- Web resources bank
- Bespoke training for your area
- Training via the Staff Development programme
- Tools like the Wisdom system

What are records important for?
- They help to show what happened, when, who was involved, and (hopefully!) why. So they are:
  - a valuable resource
    - for maintaining quality
    - for sharing appropriately
    - for complying with regulations and legal requirements
  - a shared resource
    - for which we are all responsible
    - to which we all have appropriate access

Developing over the next 12 months
- Individual students
- Marketing
- Health and safety
- Academic quality
- University policies/procedures

Green
- 500 A4 sheets of virgin paper uses 6% of a tree
- The average employee prints 6 wasted pages per working day (= 1,332 wasted pages per year per person)
- The production of 1 tonne of copy paper produces:
  - 19,075 gallons of waste water
  - 2,278 lbs of solid waste
  - 5,690 lbs of greenhouse gases
- The cost of ink in some printer cartridges is equivalent to £3,000 per gallon (Dom Perignon is currently £512.14 per gallon)