Wisdom helps with:

- Easier retrieval (no point keeping stuff if you can't find it again)
- Sharing information across silos of the University
- Reducing duplication
- Controlling versions and access if needed
- Retaining and disposing

Why are records important?

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

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's Wisdom used for now?

Committee papers, some aspects of academic admin

Developing over the next 12 months

- Individual students
- Marketing
- Health and safety
- Academic quality
- University policies/procedures