

Preserving the present: successes, challenges and the future

**Rebecca Short, Senior Records Manager
University of Westminster**

This morning

- Context
- Scope and the solution
- Challenges and successes
- The future

the University of Westminster

- Historic institution
- 4 geographically separate campuses
- 2000 staff; 20,000 students



Changing external context

- Regulated to unregulated
- Competition; private providers
- Reduced funding



University Records and Archives

- Team of 4
- Records management and the historic Archive
- Holistic approach to the management of the University's information
- Records management has a view to the long term

What's in and what's out?

IN: Born digital and digitised institutional archival records (current and future)

OUT: everything else (at the moment)



Rationale

- Resource and time
- Institutional maturity - RDM in particular
- Lead time from creation to transfer shortening
- Purpose of the institution

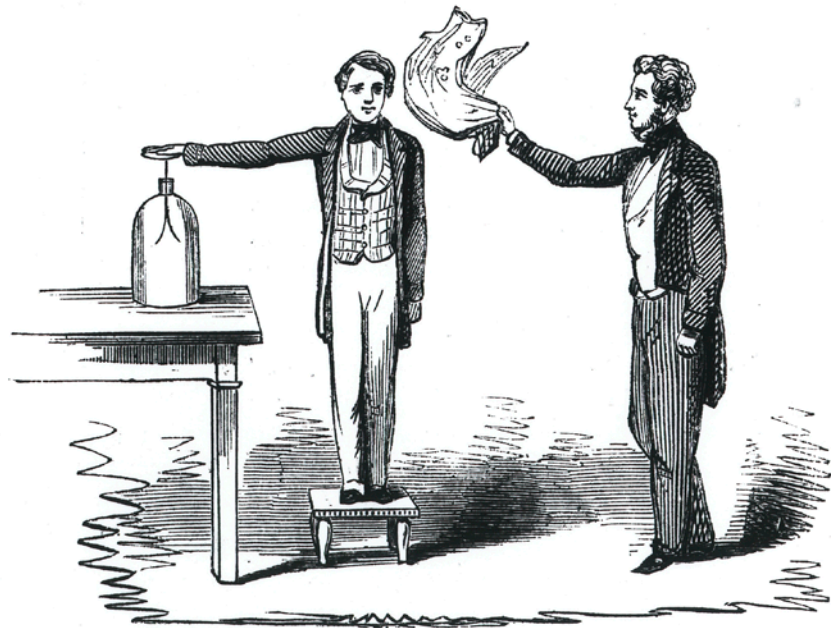
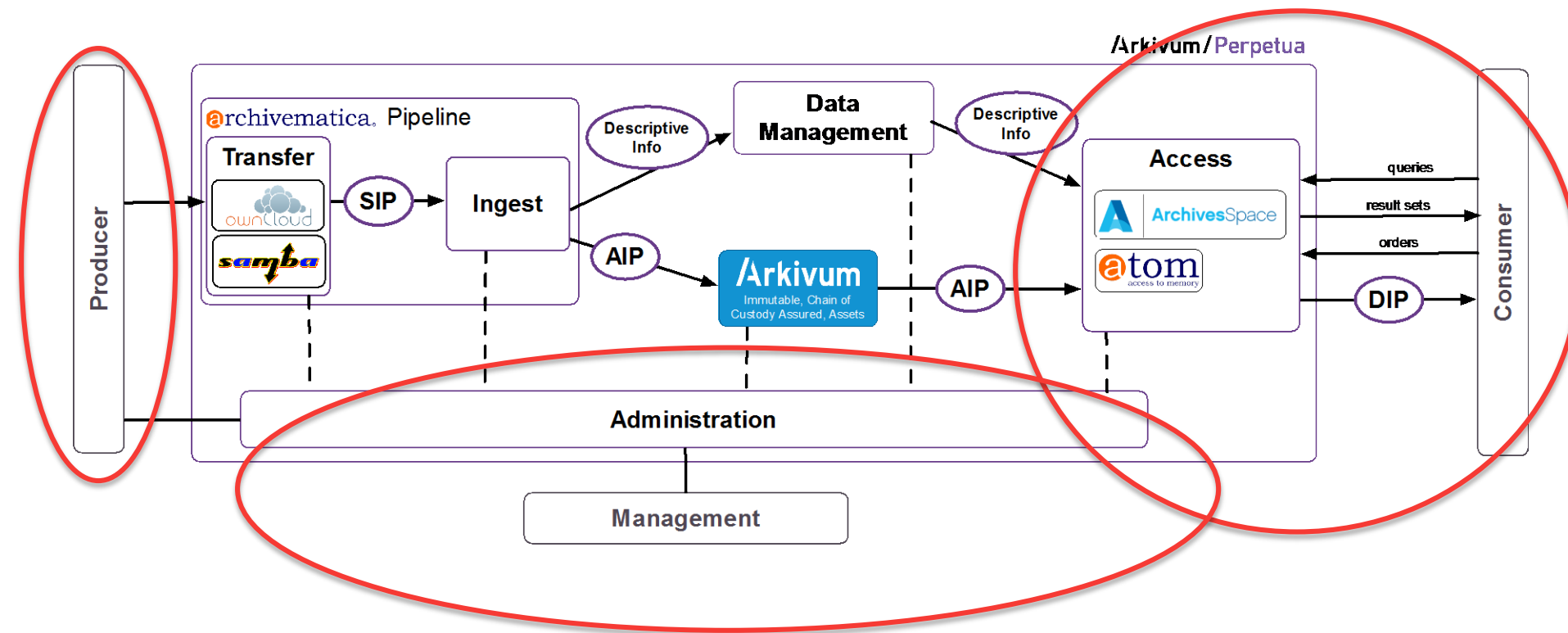


Fig. 165. Assistant standing on the insulating stool and touching the disc of the electroscope whilst being struck with a dry handkerchief.

What's our current solution?



Some of the challenges so far

- Lack of technical knowledge, as well as time and resource
- Pre-ingest work
- Access (issues from taking in 'current' records)
- What we do with complex databases
- Integration with other systems (particularly anything that holds unstructured records)



Some of the successes so far

- We have something – taking a proactive approach
- Joint resourcing in place and wider awareness of the issues
- Re-assessment of how we catalogue and provide access to our records (current records in particular)



The future – some thoughts

- Not an isolationist approach
- Embedding in BAU
- Organisational change
- What should we prioritise when it comes to longer term retention?
- Access and migration to AtoM



Questions?



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