

**UNIVERSITY OF LONDON  
RECORDS MANAGEMENT MANUAL:  
BEST PRACTICE PROCEDURE No. 8**

**LOANS PROCEDURE FOR RECORDS IN SEMI-CURRENT STORAGE**

**1.0 Identifying your records**

1.1 The University's semi-current records are stored in the Records Store (RS) in the basement of Senate House.

1.2 Every office should hold its own list of the records transferred to the RS. If you have mislaid them, ask the Records Management Team (RMT) for a copy.

1.3 Please check your file lists before requesting items. Incomplete or inaccurate information will cause delays in retrieval.

**2.0 Requesting loans of records**

2.1 Fill in the file request form (see List of procedures or email RMT at [records.management@london.ac.uk](mailto:records.management@london.ac.uk)).

2.2 One form per file will be needed unless you know that the files are all in the same box and the same transfer batch.

2.3 No more than 6 files at any one time should be requested unless otherwise agreed with the RMT.

2.4 On the form, list your name, department/office, room number, date, transfer reference if known, description (file title/file number) and covering dates of file(s) required. Send the request as an attachment to [records.management@london.ac.uk](mailto:records.management@london.ac.uk) (Do not send to the RMT's personal mailboxes). The Records Management mailbox is shared and regularly monitored.

2.5 Files will be ready for collection as soon as reasonably practicable and normally within 24 hours of receipt of the request; you will be contacted when they are available. If a request is urgent, please mark it as such and provide explanation.

2.6 Unless otherwise advised, files will be available for collection from the RMT in Room 111 at Senate House and should be returned to that office.

2.7 The person requesting the file is responsible for that file while it is out of the RMT's control. This responsibility continues if the information is passed to another member of staff without advising the RMT. Please inform the RMT should the file change hands, copying in the new holder, so that responsibility for is clear.

2.8 If a member of staff from one Division wishes to obtain, on loan, a semi-current file for which another Division has responsibility, permission must be obtained in writing from the Head of the Division or a designated officer. This procedure is essential for protection of the data.

2.9 If you have any queries or concerns, please contact a member of the RMT below via [records.management@london.ac.uk](mailto:records.management@london.ac.uk).

The Records Management Team:

- Stephen Plant, University Records Manager and Freedom of Information Officer (ext. 8216)
- Jane Howard, Assistant Records Manager and Data Protection Officer (ext. 8234)

University of London Records Manager & Freedom of Information Officer

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