**INFORMATION AUDIT**

**All staff questionnaire**

1 Are you aware of your personal responsibility to maintain/manage the information and records you create/receive/use on behalf of the University correctly?

* + A – Yes/No/Not Sure
	+ Info – Governance Services publish [guidance on the intranet](http://staff.napier.ac.uk/services/secretary/governance/records/Pages/RecordsManagementDocumentationAndGuidance.aspx)

2 Are you clear about what corporate information and records pertaining to your work you should be keeping?

* + A – Yes/No/Not Sure
	+ Info – Governance Services publish [guidance on the intranet](http://staff.napier.ac.uk/services/secretary/governance/records/Pages/RecordsManagementDocumentationAndGuidance.aspx)

3 Do you keep records in your C: Drive, H: Drive and Outlook? How many?

* + A – Yes/No/Not sure
	+ A – Free text field for total records
	+ Info – C & H: Drives and Outlook are essentially personal filing areas only accessible to you – University (Corporate) information and records must not be kept here. Information and records must be stored on shared drives with appropriate access controls so those who need to use the information can when necessary, even when you are not here. Click here for guidance on checking the amount of data stored on your various personal drives.

4 How often do you set aside time to review/dispose of information, documents and records?

* + A – Weekly/Monthly/Quarterly/Annually/Other
	+ Info – Disposal must take place in accordance with University guidance on [Records Disposal and use of Consoles](http://staff.napier.ac.uk/services/secretary/governance/records/Pages/Recordsdisposalanduseofconsoles.aspx)

5 How often do you refer to information management guidance and records retention schedules?

* + A – Weekly/Monthly/Quarterly/Annually/Other
	+ Info – Guidance is available on the [Governance Intranet Site](http://staff.napier.ac.uk/services/secretary/governance/records/Pages/RecordsRetentionSchedules.aspx)

6 Have you attended an Information Governance Briefing Session or Records Management Training Session or completed the online training modules in Information Management, Data Protection and Freedom of Information?

* + A – Yes/No
	+ Info – Online training modules are available on [Moodle](http://moodlecommunity.napier.ac.uk/course/view.php?id=10) or the [Intranet](http://staff.napier.ac.uk/services/secretary/governance/Pages/OnlineTraining.aspx). [IG Briefing](http://staff.napier.ac.uk/learningevents/Pages/Default.aspx?SearchFilter=I) and [Records Management](http://staff.napier.ac.uk/learningevents/Pages/Default.aspx?SearchFilter=R) training sessions can be booked through Corporate Learning and Development.

For more guidance and information please contact:

Diana Watt, Governance Officer (Records Manager), D.Watt@napier.ac.uk, x 6257