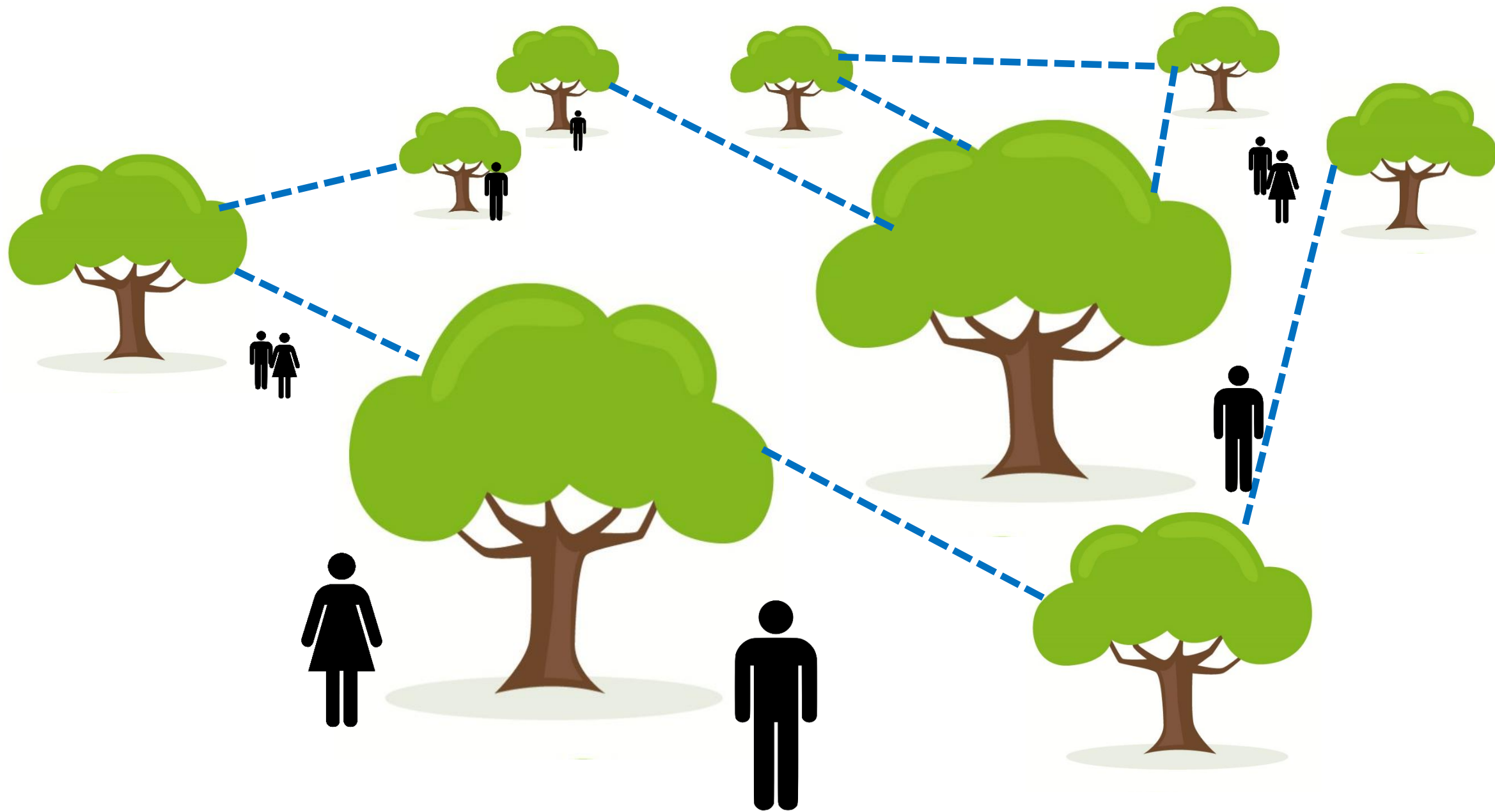


# Part 6

## Governance



Digitalbevaring.dk





# Roles and responsibilities

- Responsibilities for both senior staff and practitioners
- If it's a new area for your organisation – be explicit
- Ensure resourcing & development/training is included

# Roles and responsibilities

1. Library Syndicate
2. University Librarian
3. Senior Leadership Team
4. Senior Management Group
5. Chief Operating Officer
6. Deputy Director, Digital Initiatives
7. Deputy Director, Research Collections
8. Director, Digital Transformation Programme
9. CUL officers
10. CUL officers, line managers and managers of teams are responsible for:
11. Digital Initiatives and Strategy
12. CUL staff
13. Donors and researchers

# Records management

- Policy Document Number
- Records Management File Number
- Filename
- Location *[DOI/URI]*
- Version
- EDRMS
- Retain versions
- Keep published and word doc versions
- Retain other documentation (spreadsheets etc.)