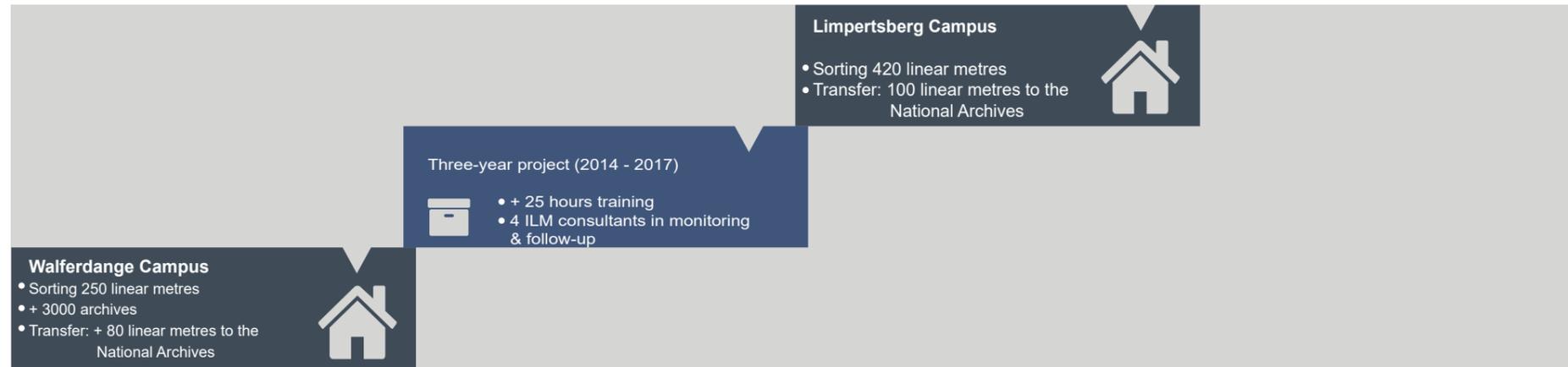


Labgroup Client Reference Stories



University of Luxembourg

Development of an archiving policy

The public university of the Grand Duchy of Luxembourg (UL) had prepared the relocation of its campuses to the new Belval Campus long in advance. The rectorate, the central administration and the Faculty of Language and Literature, Humanities, Arts and Education (FLSHASE) had to face an ambitious logistical work.

"The new headquarters of the University in Belval can not accommodate the thousands of documents archived and stored on the Walferdange Campus. It was necessary to classify, sort and manage these archives. We, therefore, decided to collaborate with an expert in the field. ", Nathalie Kirwan, Head of Faculty Administration, University of Luxembourg.

"The University of Luxembourg hosts important and confidential information. Good logistics, as well as a tailor-made consultancy, was a prerequisite to guarantee the efficiency and accuracy of this project.", Florent Laidet, Consultant-Archivist at Labgroup.



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The University of Luxembourg (UL), a small institution with an international reputation, pursues excellence in research and training. Present in a limited number of research areas and identified by its successive strategic plans, the university has the ambition to be included in the international charts.

CONTEXT

Heiress of the University Centre and the Higher Institute of Educational Studies and Research (ISERP), the University of Luxembourg - Campus de Walferdange, saw its archives considerably grow over its 10 year of existence. To such an extent that it was inconceivable to transfer all of its archives to Belval.

In order to prepare its move, the University decided to proceed with a sorting to select:

- The documents to take away,
- Those to be entrusted to the National Archives or the National Library, for their historical and memorial value for Luxembourg.

With the objective to optimise this important transaction involving thousands of files, the University decided to collaborate with Labgroup, who could provide the necessary archival expertise, in the form of consultancy and the provision of specialised personnel.

We proposed a three-step solution to the University. First, the project required the development of a sorting table and an Archiving Policy, followed by a training program to raise the awareness of the personnel who is responsible for applying the sorting instructions of their archives. Finally, we have provided an archivist full time to inventory and guarantee the transfer of the memory of the University to the National Archives. ", Florent Laidet, Consultant-Archivist at Labgroup.

SOLUTION

1. Consultancy & development of a sorting table

The campus documentary background was voluminous and varied, so it was crucial to differentiate what had to be preserved, destroyed or transferred to other organisms.

A classification system with colour codes and a sorting by destination, as simple as effective, has been set up. The prior definition, followed by the evaluation of the documents classification criteria, has been the subject of a thorough and serious process.

Indeed, it was necessary to carry out an in-depth research in the applicable legal texts, directives and other good practices guidelines specific to the education sector.

2. On-site training, awareness and monitoring

The development of the sorting table remained to be implemented by the relevant personnel of the University. Beyond the completion of the backlog, it is also a matter of ensuring the proper archival processing of documents received or produced today and in the future.

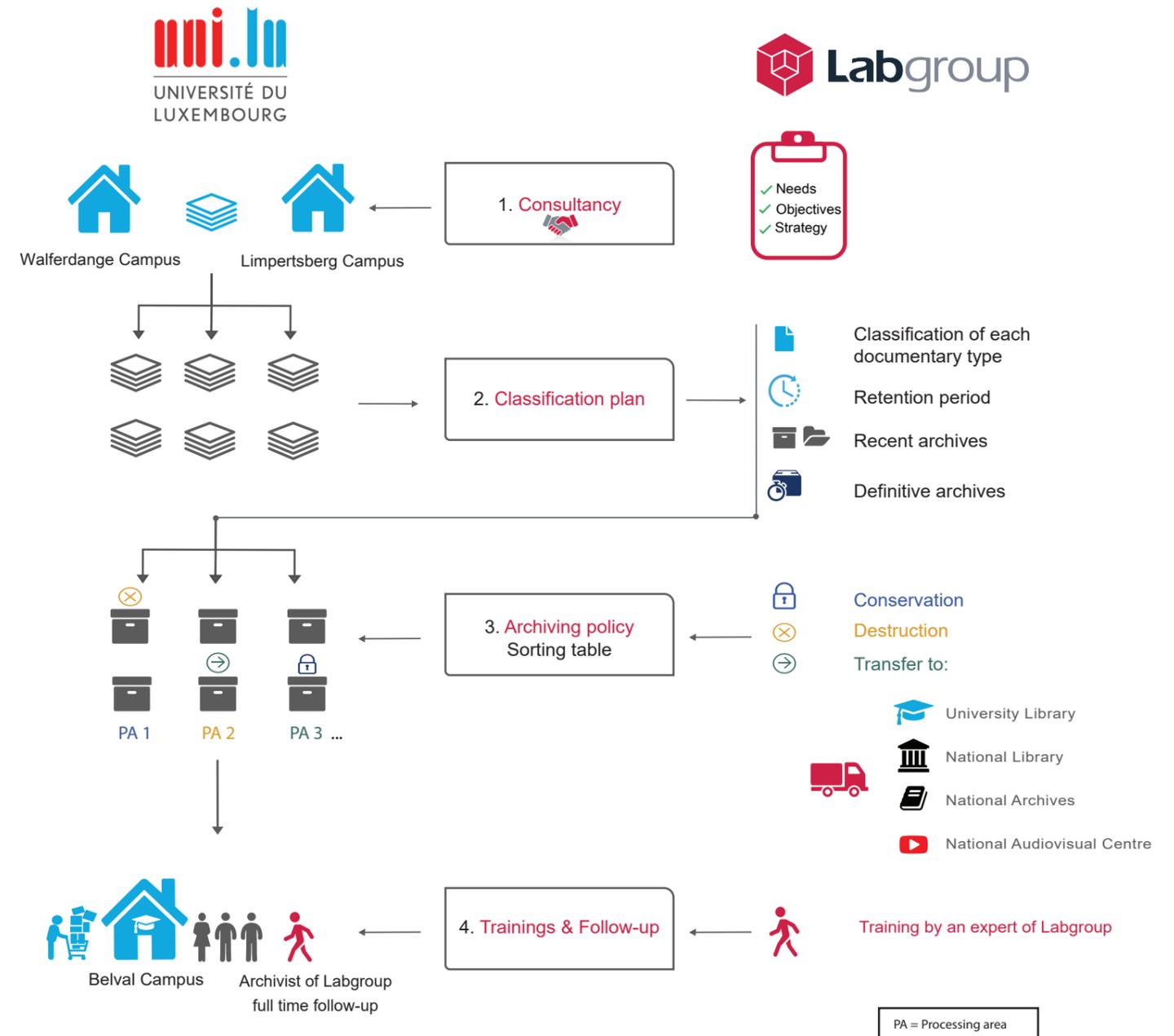
To do this, Labgroup was instructed to train employees in small groups, then to do a follow-up and assist them. Thanks to the goodwill of all, the work of sorting the archives in the various departments was able to start and unfold according to the plan proposed by Labgroup.

3. Transfer to the National Archives

An important part of the archives of the University is a testimony of the social and cultural life of Luxembourg. It was therefore essential, in order to permanently preserve this heritage, to transfer it to the National Archives, guaranteeing the traceability of operations and the appropriate recording of documents.

Each element has therefore been precisely inventoried, described (indexed) and identified with a bar code. As a result, the transfer took place without any difficulty and within the scheduled planning time frame. On the strength of this success, the University decided to prepare the relocation of the Limpertsberg Campus following the same process and re-entrusting the implementation once again to Labgroup.

Development of an archiving policy for the University of Luxembourg



"An important criteria concerning the sorting is the retention date of each document type. Good document management allows optimal accessibility and availability. Simplicity is a requirement in order to easily manage the documentary mass of important data." Emmanuel Tschitschmann, Consultant-Archivist at Labgroup.