



JOB TITLE: Document Control and Archives Officer

ENTITY: Archives Office

REPORTS TO: Deanship & Quality Assurance

SUPERVISES: None

JOB SUMMARY:

The Document Control and Archives Officer manages the whole document lifecycle, from storage and gathering to distribution and disposal. The position emphasizes protecting sensitive data, establishing strong document control systems, and following internal and external rules. This position also oversees digital preservation projects and ensures all records are suitably archived and available.

KEY RESPONSIBILITIES:

1. Establish and administer processes for documentation archiving and retention, following relevant guidelines, standards, and industry best practices within the organization.
2. Create and manage a centralized document management system to effectively store, retrieve, and archive hard and soft copy documents.
3. Work with members of the college's entities to ensure the accurate retrieval, storage, and dissemination of critical documents such as reports, plans, and correspondence.
4. Maintain correct documentation revision by ensuring only the latest versions are available.
5. Create and manage document access controls to safeguard the confidentiality and security of sensitive information.
6. Lead digital preservation initiatives, including digitization of archival materials to ensure long-term accessibility.

7. Train staff across departments on document archiving, control procedures, and best practices for records management.
8. Manage the retention and disposal of documents in accordance with legal requirements and institutional schedules.
9. Monitor, assess, and recommend improvements to document archiving and control processes.
10. Stay updated with current trends in archives, records management, and document control by participating in professional development opportunities.
11. Perform related duties as assigned by management within the scope of document control and archival responsibilities.

PLANNING AND DOCUMENTATION RESPONSIBILITIES:

1. **Department Operational Plan** – Annual (start of the academic year).
2. **Department Action Plan** – Annual (start of the academic year).
3. **Department Risk Register** – Annual (start of the academic year).
4. **Semester Report** – Biannual (end of Fall & Spring semesters).
5. **Annual Report** – Submitted at the end of the academic year.
6. **Operational Plan Outcome Report (KPI Achievement Reporting)** – Interim and annual.
7. **Department Risk Monitoring Report** – Interim and annual.

DEPARTMENT DOCUMENTATION:

These verified documents may come from any department or unit within the college and may include:

1. Action plans.
2. Semester Reports
3. Activity Reports
4. Verified data reports from various departments.
5. Compliance documentation and audit reports.
6. KPI tracking documents and performance reviews.

7. Risk assessment reports and mitigation plans.
8. Research reports and academic publications.
9. Confidential records and correspondence, appropriately handled and safeguarded.
10. Financial records and budgeting reports.
11. Any other relevant documents, either digital or physical, submitted for verification and archiving.