Working with records & the records management cycle

Do you know what type of records you are creating (e.g. master records or non-master records)?

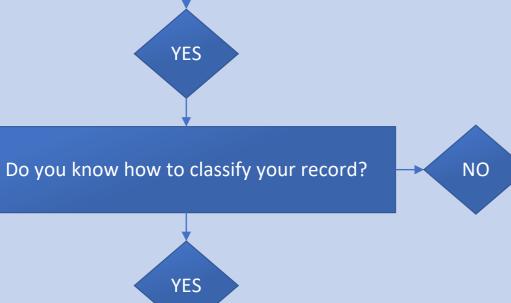
NO

NO

NO

Understand when you create a record or a master record. This is because master records need to be managed differently to non-master records.

Link to Master Records Retention Schedule



You need to mark sensitive records as described in the Information Classification and Handling Policy. Classification should be based on your risk assessment of the record's sensitivity or value.

Link to Information Classification Guide

Do you know where to save your record?

If the record is just for yourself, save it in OneDrive. If you plan to share your records with others, save it in Box and avoid using other platforms such as Google Drive or Dropbox. Share links from Box rather than using email attachments.

→ Link to FAQs

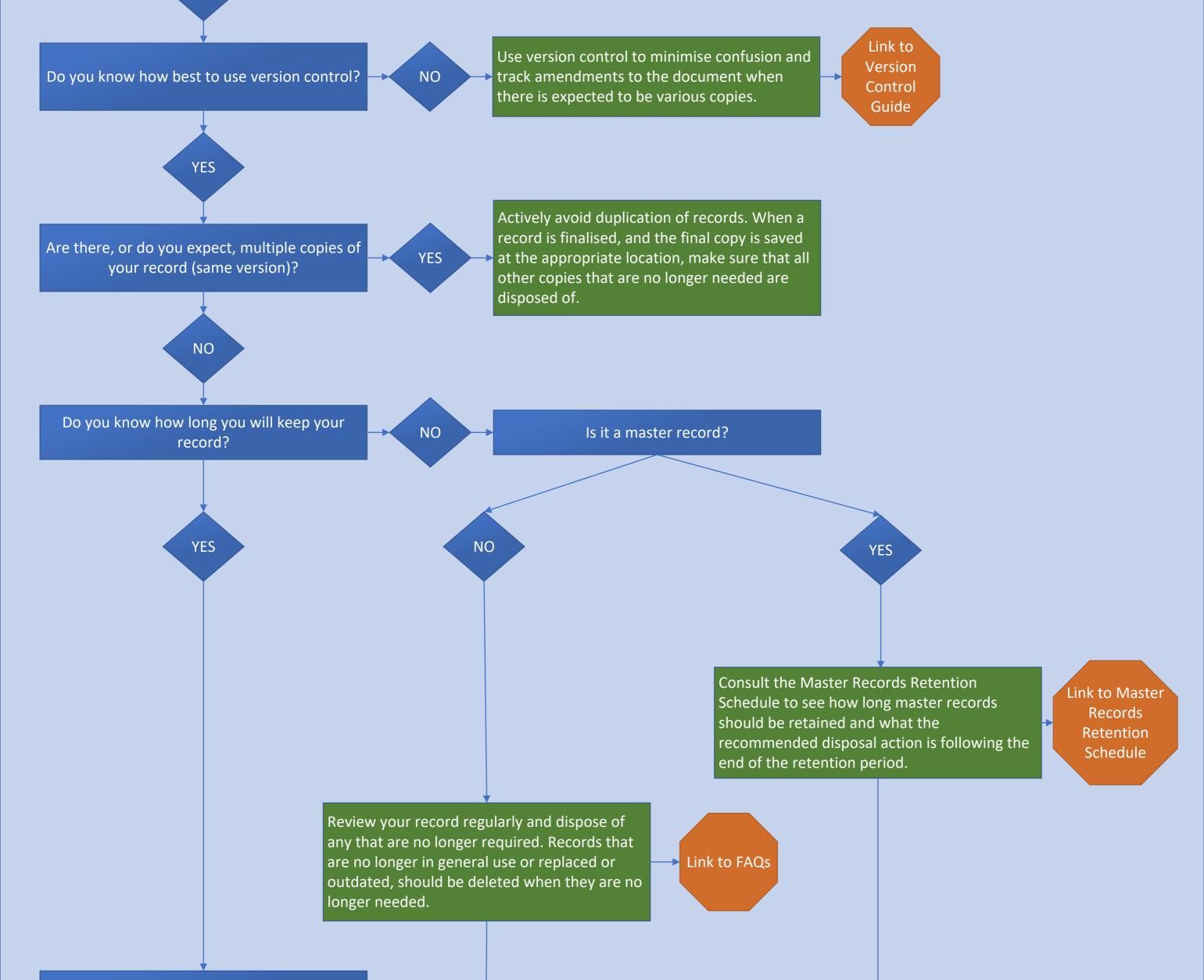
Do you know how best to name your record?

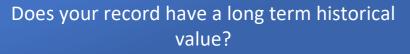
YES

Name electronic and paper files in a way that is meaningful and easy to retrieve.

Link to Record Naming Guide









If you think your record has a long term historical value and should be transferred to the University Archives at The Keep for permanent preservation, contact the Collections team after the end of the retention period for further information.

All records that are classified as 'Sensitive' must be disposed of securely. Paper records should be disposed of using confidential waste disposal and secure shredding. Electronic records should be deleted from IT equipment and servers. Where paper records only include information that is already in the public domain, they can be disposed of using paper recycle bins.

Don't forget to delete your Deleted Items folder.

09/02/2023 Version 2

Link to FAQs

Link to FAQs