

## CREATE



- ① Understand why you are creating a record.
- ② Name records in a recognisable and consistent way.
- ③ Include the review or disposal date in a record folder name or mark it on the physical copy.

## ORGANISE

④ Records that need to be seen by others for business reasons should be moved to a shared University Information system.

⑤ Ensure only those who are allowed to see the record have access to it.

⑥ Ensure records are protected from unauthorised change and stored in the right format, system or physical environment.

⑦ Check the University Records Retention Schedule to see how long you need to keep the record.

⑧ Contact the University Archives (Modern Records Centre) if you think the record has historical value.



## DISPOSE



⑨ Review records regularly and dispose of any that are no longer required. Annual reviews are recommended.

⑩ Check the University's Information Classification and Handling Procedure if you need to dispose of confidential or sensitive records.