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

Records that need to be seen by others for business reasons should be moved to a shared University Information system.
Ensure only those who are allowed to see the record have access to it.
Ensure records are protected from unauthorised change and stored in the right format, system or physical environment.
Check the University Records Retention Schedule to see how long you need to keep the record.
Contact the University Archives (Modern Records Centre) if you think the record has historical value.

Review records regularly and dispose of any that are no longer required. Annual reviews are recommended.
Check the University's Information Classification and Handling Procedure if you need to dispose of confidential or sensitive records.

Use warwick.ac.uk/services/idc/recordsmanagement to help you follow these top tips and for guidance on records management and information management. If you cannot find what you are looking for please contact: RecordsManagement@warwick.ac.uk