TOP TIPS

RECORDS MANAGEMENT TOP TIPS

Helping you protect the information that matters

CREATE

#01 Understand why you are creating a record.

#02 Name records in a recognisable and consistent way.

#03 Include the review or disposal date in a record folder name or mark it on the physical copy.

ORGANISE

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

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

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

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

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

DISPOSE

#09 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.

For additional guidance please refer to: warwick.ac.uk/recordsmanagement.
If you cannot find what you are looking for please contact: cido@warwick.ac.uk

SECURITY & INFORMATION MANAGEMENT IS EVERYONE'S RESPONSIBILITY

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