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