Records Management Service
Advising you on efficient and effective records management

Why should we manage records?

Saves time - eases retrieval and improves efficiency
Saves money - makes savings on space and staff time
Protects our reputation - ensures compliance and enables auditing
Reduces risk - ensures information is complete, authentic and secure

Quick wins in managing your records

Think
- before you make a copy

Avoid
- multiple versions, share via hyperlinks

Move
- e-mails and attachments so that related records are stored together

Ensure
- easy retrieval for colleagues

Organise
- items around work processes

Use
- UniDesktop or the Portal to ensure secure off-site working

Ring
- to avoid overuse of e-mail

Clear
- items that no longer serve a business use

Leave
- memory sticks, CDs, PC local drives - they are not backed up!

Use
- file plans, workflow and the University Retention Schedule to manage items

Think
- are you using the best tool for the job?

Titles
- should be objective, meaningful and concise

Ensure
- deleted items are emptied automatically when you shut down your PC

Read
- information management guidance and see how easy it is to take even more control of your information overload

www.hud.ac.uk/records-management