

Working with records & the records management cycle

Do you know what type of records you are creating (e.g. master records or non-master records)?

NO

Understand when you create a record or a master record. This is because master records need to be managed differently to non-master records.

Do you know how to classify your record?

NO

You need to mark sensitive records as sensitive

YES

Do you know how best to name your record?

NO

Name electronic and paper files in a way that is meaningful and easy to retrieve.

YES

Do you know how best to use version control?

NO

Use version control to minimise confusion and track amendments to the document when there is expected to be various copies.

YES

Are there, or do you expect, multiple copies of your record (same version)?

YES

NO

NO

YES

Does your record have a long term historical value?

YES