

Ten Top Tips for Better Records Management

1. Create accurate, consistent and reliable records of your business activities and decisions.
(Remember this includes emails)
2. Be aware of the Records Management Procedures and how they impact on you.
3. Think before you create a record – is it really necessary?
4. Use descriptive information so that it is easy to retrieve and understand your records
5. Name files consistently and explicitly so that other people can easily find information.
6. Make sure the facilities and equipment are suitable and appropriate for the storage of records.
7. File records regularly and in accordance with the Procedures
8. Consider the security requirements for specific types of records.
9. Review your records regularly.
10. Don't keep records longer than they are needed.

If you've got questions?

**Visit the Records Service Intranet pages or call
Records Service on 029 2082 6591 or 029 2082 6288.**

Email: recordsservice@wales.gsi.gov.uk

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Visit <http://assembly/erecords/contents/default.htm>



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