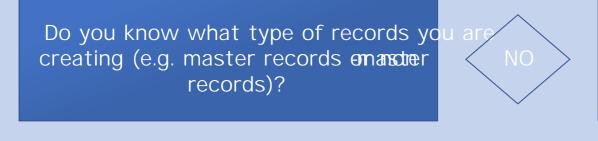
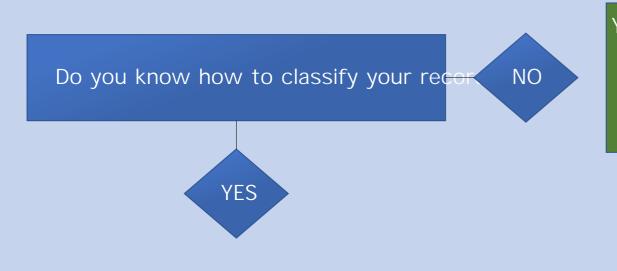
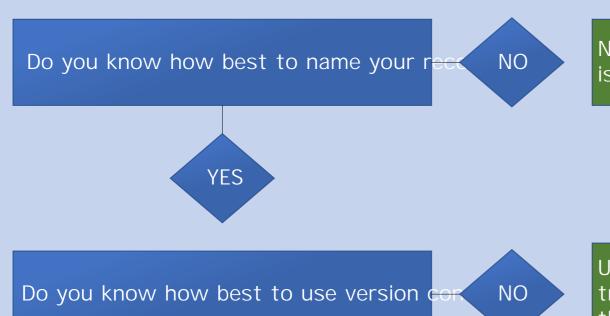
Working with records & the records management cycle



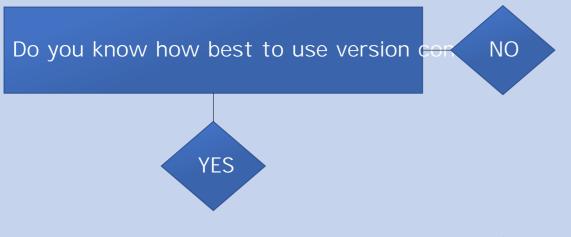
Understand when you create a record or a master record. This is because master records need to be managed differently tonaster records.



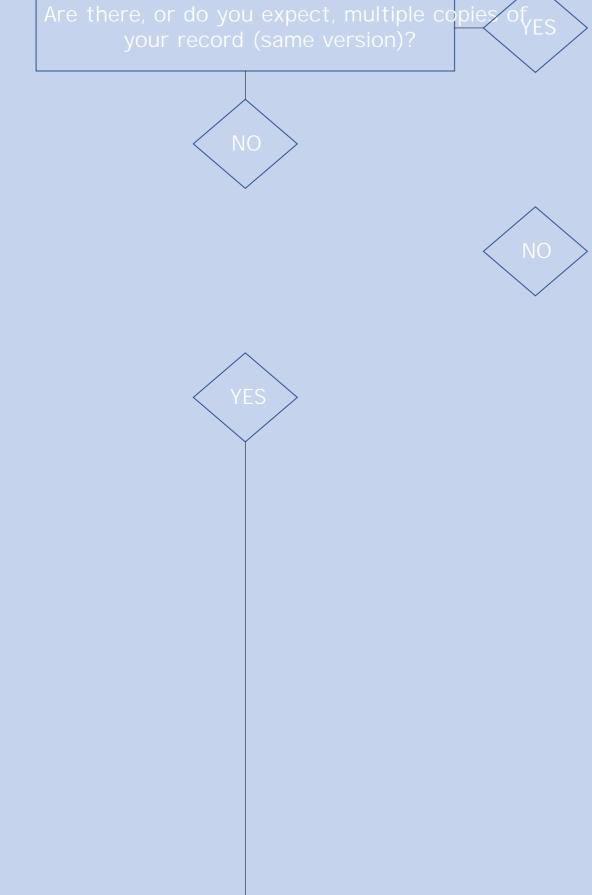
You need to mark sensitive records as



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



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



Does your recomdve a long term historical value?

