

Checklist for Identifying a Record – What you can delete

Introduction

UEL processes and generates a vast amount of data and information, in the course of its operations. While we have legal, regulatory and operational requirements to retain records of much of this information, as part of good Records Management we should also ensure that unnecessary or out of date information is disposed of when it has out lived its usefulness. This checklist lists the types of information that is not required by UEL to form a record of its activities and can be destroyed locally without referring to the Record Retention Schedule:

- Duplicate information – including snapshots, printouts, or extracts from databases.
- Email 'cc' and 'FYI' copies
- Unaltered drafts
- Circulated or convenience duplications of master documents (e.g. minutes of meetings chaired by someone else).
- Working papers – where the results have been written up in to an official document and which are not required to support it.
- Transmission documents including:
 - Standard covering letters
 - Envelopes, cover sheets
 - Routing slips, compliments slips (items that accompany documents but do not add value to them)
- Announcements and notices of meetings and events and notifications of acceptance or apologies relating to meetings and events or catering, where no internal changes are made.
- Requests and confirmations of reservations with third parties, e.g. travel, hotel accommodation or restaurants once invoices have been received.
- Out of date address lists, distribution lists, personal diaries and address books.
- Emails and copies of emails with no significant operational, informational or evidential value to The UEL.
- Published / reference materials received that require no action and are not needed for record purposes, e.g. trade magazines, vendor catalogues, flyers, newsletters.
- Copies of circulars from academic or professional bodies
- Requests for brochures, maps, travel directions etc.

Destruction Method

For electronic data that is not confidential or sensitive, follow system standard deletion procedures. For electronic data that requires secure deletion, contact IT Services. For paper based information that not confidential or sensitive, please recycle. If secure destruction is required, please shred the document or dispose of within confidential waste sacks available from Estates and Facilities.