The Record Lifecycle

Records management is the systematic and holistic control of our University’s records

**The lifecycle approach:**

* We use a whole “lifecycle approach” for managing University records effectively; from the point of creation or capture through to the record’s ultimate destruction or permanent retention

* This lifecycle approach has many benefits;
* identifies and protects vital, important and valued information
* saves time and effort - enabling easy access to reliable and accurate information
* reduces risk by demonstrating accountability and compliance
* promotes openness and transparency in the way we do business
* underpins process improvement and performance
* reduces cost - ensuring timely destruction of redundant information
* Our [University Record Retention Schedules](https://www.abdn.ac.uk/staffnet/governance/retention-schedule-335.php) lists key record types, which are created and held by the University and indicates how long they should be kept before they are archived or securely destroyed.

|  |
| --- |
|  |
|  |
|  |  |

|  |
| --- |
|  |

March 2014