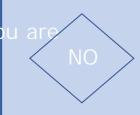
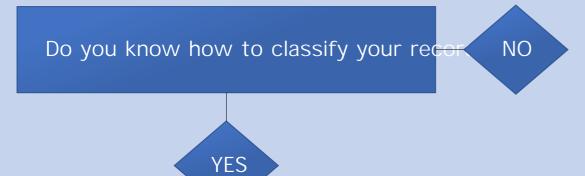
## Working with records & the records management cycle

Do you know what type of records you are creating (e.g. master records on another records)?

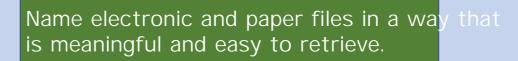


Understand when you create a record or a master record. This is because master records need to be managed differently tonaster records.



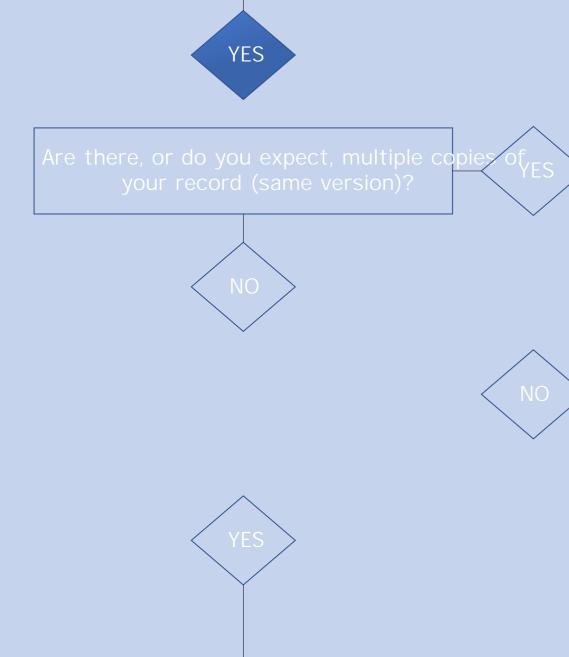
You need to mark sensitive records as

Do you know how best to name your reck NO



YES

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



Does your recondve a long term historical value?

