

Managing Paper Records

Most hardcopy records will be in paper format. While information is usually created electronically, on occasions a hard copy is essential because it includes important annotations, or signatures.

The principles of good record keeping are:

- That records can be accessed easily by those who need them
- That records are kept securely, so that people who shouldn't see them can't
- That records are managed from creation to disposal and not kept longer than they need to be

To make keeping hardcopy records easier, the following good practice points should be kept in mind:

- Only keep original hardcopy documents which do not exist electronically. Where hard copy documents include confidential or sensitive information, they should be disposed of in confidential waste sacks.
- Use the same names for paper files as you use for electronic folders. Hybrid filing, such as this, can make it easier to see duplications between your paper and electronic files.
- File size. The bigger the file, the harder it is to handle. Once a file gets to a certain size, say 5cm or 2 inches, it is best to close it and create a new file.
- Storage. Paper files take up more physical space than electronic. The School has a secondary storage service that any team or staff member can use. Any old or unused files can be boxed up, listed and sent to secondary storage. You can read more about secondary storage in the associated guidance.