#### UNIVERSITY COLLEGE, CORK

Records Management Policy and Procedures
Authorised Records **Review** Form

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| **RRS Code** | **General Description of Records** | **Covering Dates** | **Action Date** | **Review Decision\*** |
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| **Reason for Review Decision(s)** |
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Name of compiler: Signature of compiler: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Name/title of authorising official:

Signature of authorising official, approving of Review decision(s) and consequent actions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Counter-signature of University Archivist, confirming that records reviewed may (a) be re-classified as archives, owing to their enduring value for historical or research purposes *or* (b) confirming that records to be re-classified as liable for destruction/deletion are not judged to be of archival value (cross out as appropriate)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

\*No need to involve University Archives, where decision is to extend retention for a further review period

“**\***”: see Notes on all headings and other information overleaf.

**Notes**

This form lists records undergoing Review as a records management disposal action. Action may only be taken on the form if once duly authorised and counter-signed.

* RRS\*: Records Retention Schedule
* General Description\*: the series title used in the RRS, and/or additional information, as required
* Covering/Closing Dates\*: date range of records to be deleted/destroyed may generally be entered. Where file closure is the trigger for the retention period, a closing date may be entered instead.
* Action Date**\*** is the date or year on which records are liable for destruction, based on the end of the retention period set out in the records retention schedule.
* Review Decision\*: there are three decisions to choose from (see Guidance on Review of Records for Disposal Purposes): Destroy/Delete; Archives; Review
* Reason for Review Decision\*: to be completed by manager or delegated staff, explaining the decision with reference to the guidance questions set out in the Guidance on Review
* The compiler may be delegated by management to carry out the review and note recommended decisions, for management approval, or may simply be the person who gathers records/information for management’s attention, prior to the manager carrying out the Review and completing this form.
* Authorisation for actions on foot of Review must be approved by management within the relevant area.
* Consequent actions will include re-classifying records for destruction/deletion. This will involve proceeding with the Records Destruction/Deletion procedure.
* Similarly, if records are re-classified as archives on Review, with the confirmation of the University Archivist, the procedure for transfer to archives may apply. Please note that immediate transfer of records to archives may not be possible in all cases, and units may continue to retain such records for a further period in advance of eventual transfer.
* Where on Review it is decided to retain records for longer owing to their ongoing business, reference, or other value, as documented in the ‘Reason for Review Decision’ box, the basic retention period set out in the RRS will generally be the period of time applied before the records are liable for a second Review.
* Where records are Reviewed a second time and it is judged that they may not be destroyed/deleted, they will generally be re-classified as archives at that point, unless there are clear grounds for not doing so, as advised by the University Archivist
* The role of the University Archivist in counter-signing the document is to ensure that there are controls over what records are accepted as archives, and to prevent the destruction of records of possible archival value.
* All area staff have a role in ensuring records in their care are managed in line with UCC’s records management policy and framework.
* Management is responsible for authorising Review actions, including all destruction/deletion.
* Heads of Functional Areas are accountable for ensuring compliant records management practice in their areas.
* If you have queries regarding Review, or any other aspect of Records Management, you may contact the University Archives: archives@ucc.ie; (021) 490 2753.