Non-RLO's: Records Management TULIP Database – Processes

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3) Filling in your transfer list
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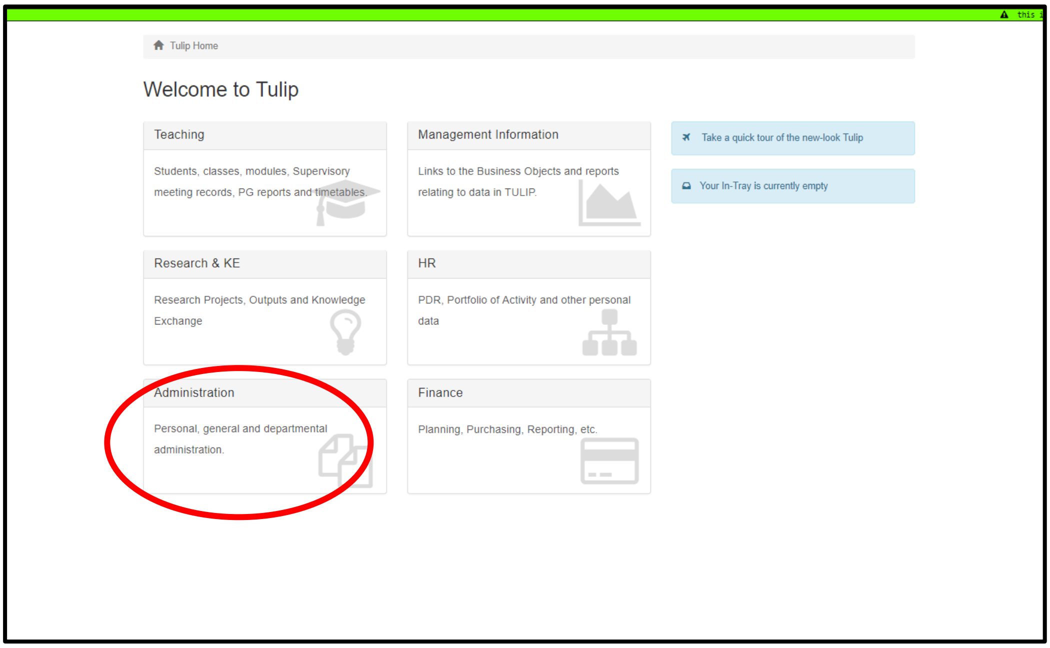
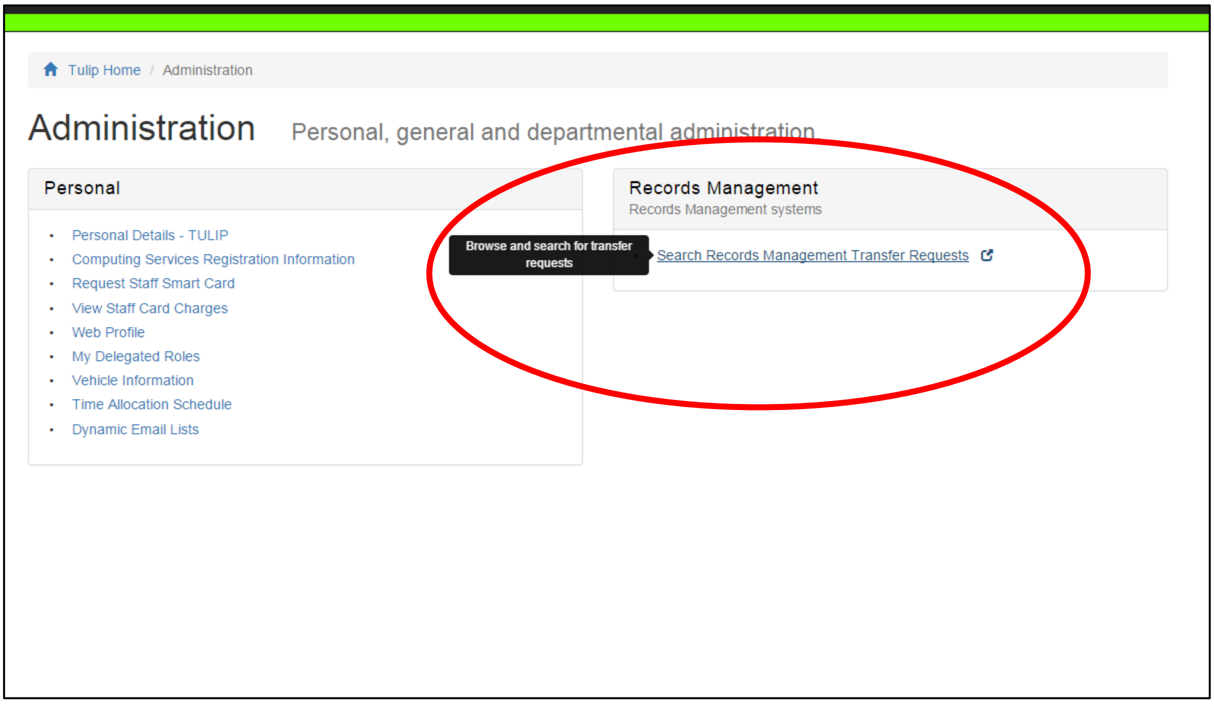
6) Returning an issued record

1) Logging into the RM Database

Log into TULIP as normal and go to the Administration tab:

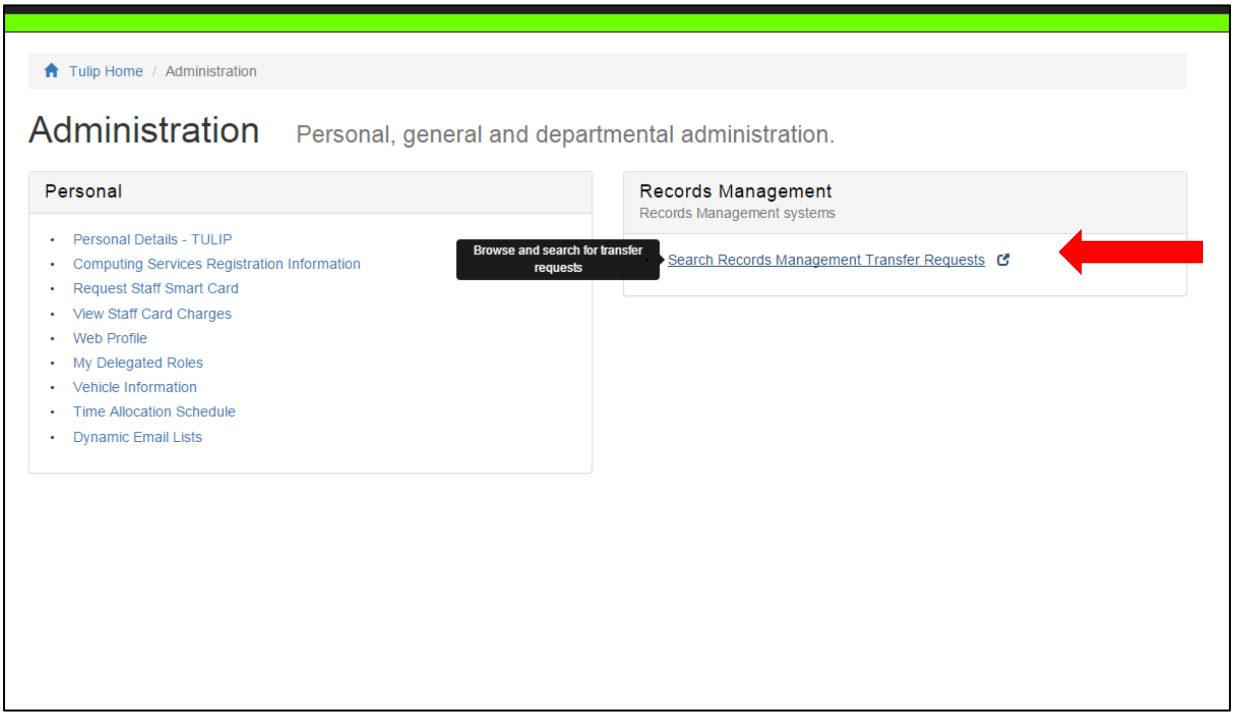


You will then see the Records Management Database menu:

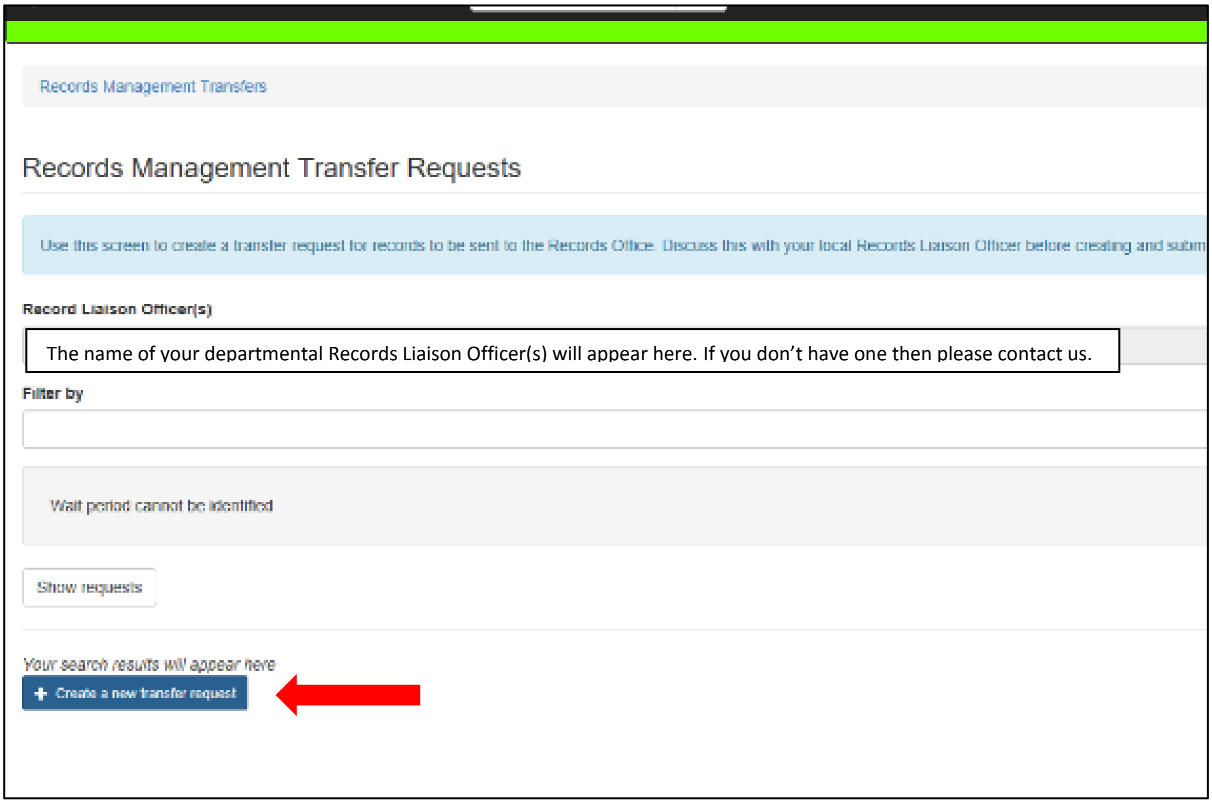


2) CREATING A TRANSFER REQUEST

Go to the Records Management menu in TULIP and select "Request Records Transfer":

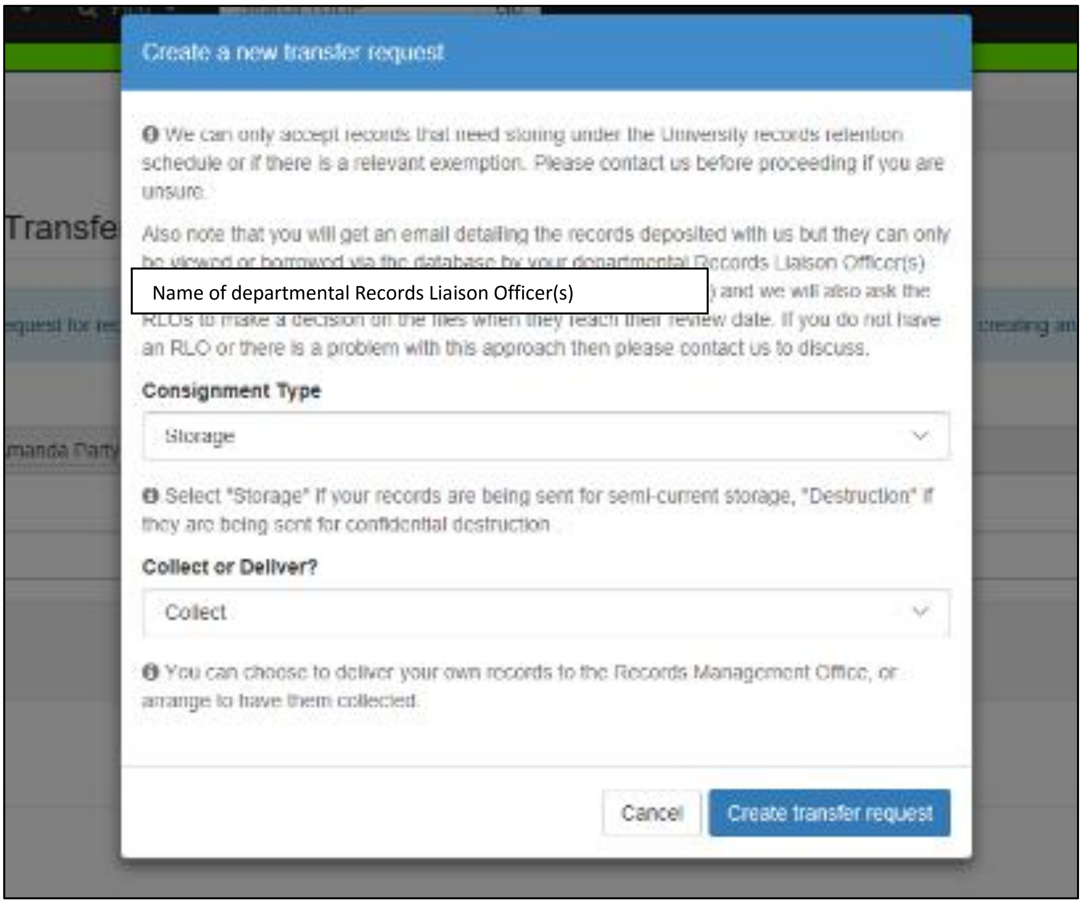


Click "Create a new transfer request":



This pop up screen will appear, please fill in the details as described below:

This allows you to select if you want to store your records with us: select ‘Storage’, or if you want them to be confidentially destroyed: select ‘Destruction’. You can also select whether you’d prefer to deliver the records to the Records Centre yourself, or if you’d like to arrange for us to collect them. If you require both storage and destruction you will need to submit 2 separate requests.



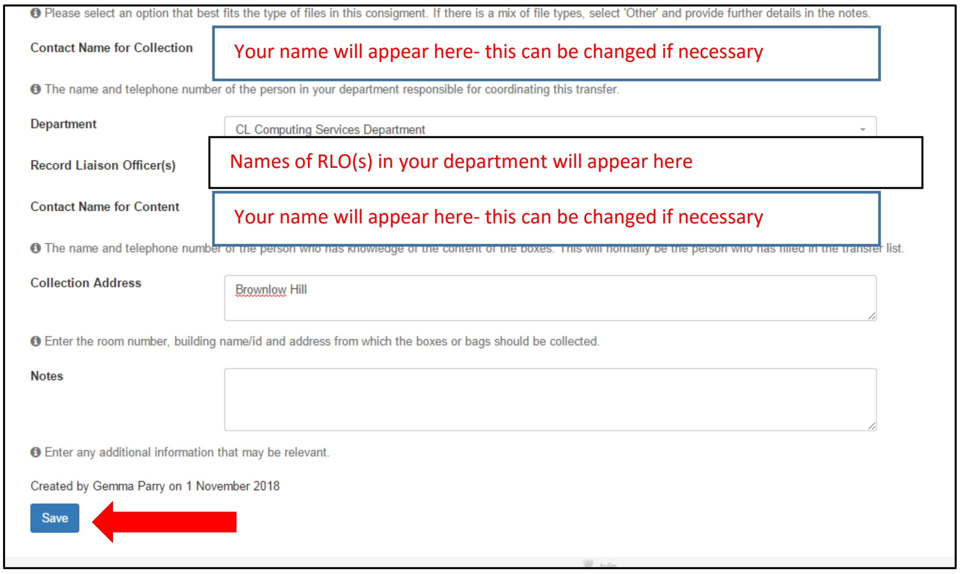
Fill in the transfer request screen:

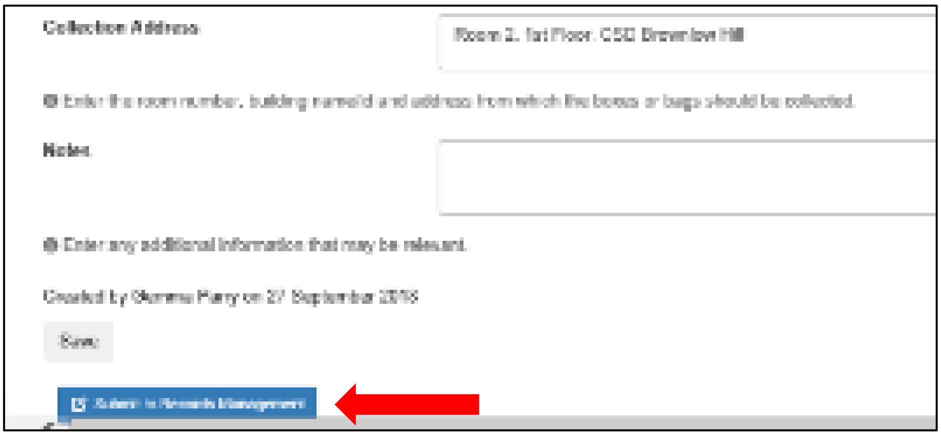
Where it says type of record, if the type is not in the drop down or if there is more than one type, then select the 'Other' option and use the notes to elaborate. Some of the fields that are completed automatically can be changed if you need.

<u>The contact name for content</u> should be the person who owns/ is responsible for making decisions on the records. In some cases this will be you, in others the departmental RLO but it may also be someone else that you nominate, e.g. if you are submitting the list on behalf of someone. **This can only be changed in the transfer list screen.**

<u>The contact name for collection</u> is the person who will be around on the day when we come to pick up the records and will be the person who gets the reminder emails about the collection.

Click the save button and then submit the request:





Once submitted, the contact name for collection will receive the following email:

You submitted a request to store xx boxes on dd/mm/yyyy. The consignment id for this request is 2000xxxx. Please now begin to create your records transfer list. Your transfer list must be completed as soon as possible, and at least one week prior to the agreed transfer date, or your transfer will be cancelled.

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The Records Management Team will then offer you the next available date for collection and the contact name for collection will receive the following email:

You are booked in for a collection from Records Management on dd/mm/yyyy. You must now confirm your acceptance of this date by accessing your transfer request and clicking the 'Accept' button, or 'Reject' if you are unable to accept this date.

The collection will take place between 9 a.m. and 11.30 a.m. so please ensure that you, or a colleague, are on hand to give us access during this time.

If you are having confidential waste collected it must be in the white sacks (provided on request). Do not overfill the sacks and ensure that there is no plastic and no large metal fastenings. Paper/card files containing records may be put into the sacks, and small metal fastenings such as staples and paperclips are permitted. If you have non-paper media for confidential destruction such as CDs or disks then do not put these into the sacks. Please package them separately and clearly mark them as non-paper confidential destruction.

If you are having records collected for storage in the University Records Centre then they must be in the Iron Mountain boxes (provided on request). The boxes should not be overfilled - the lid must fit securely onto the box and it should be an easy weight for one person to lift. The paper records should be removed from plastic wallets, ring binders, box files, elastic bands, and plastic or metal binding. Nothing should be written on the outside of the boxes. The electronic transfer list should have been completed at least one week before the collection date and if you have not submitted it, please do so by the end of today.

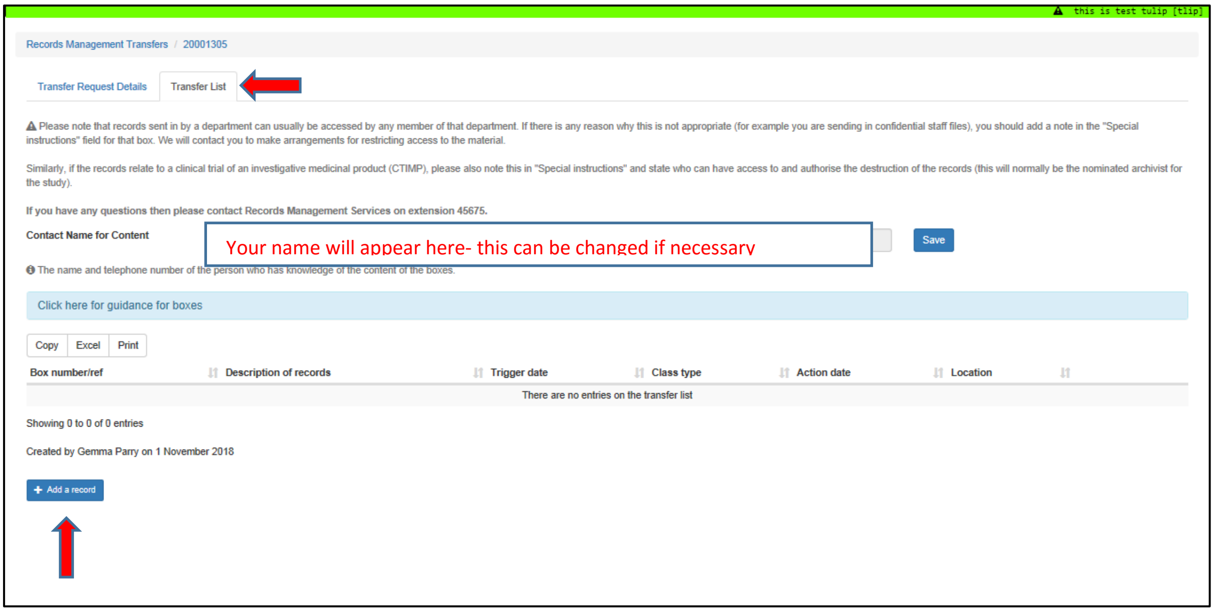
If the above conditions are not met we may be unable to take the material and you will have to wait until the next available collection date which could be some time in the future. If you have any queries or need to change your collection date then please let us know by adding notes to your transfer request.

After receiving this email you must then log back in to TULIP and onto your transfer request screen where you will see a green 'accept' or red 'reject' button. Please press which one is applicable.

If you reject the given date, you will be offered a new date by the Records Management team

3) Filling in your transfer list

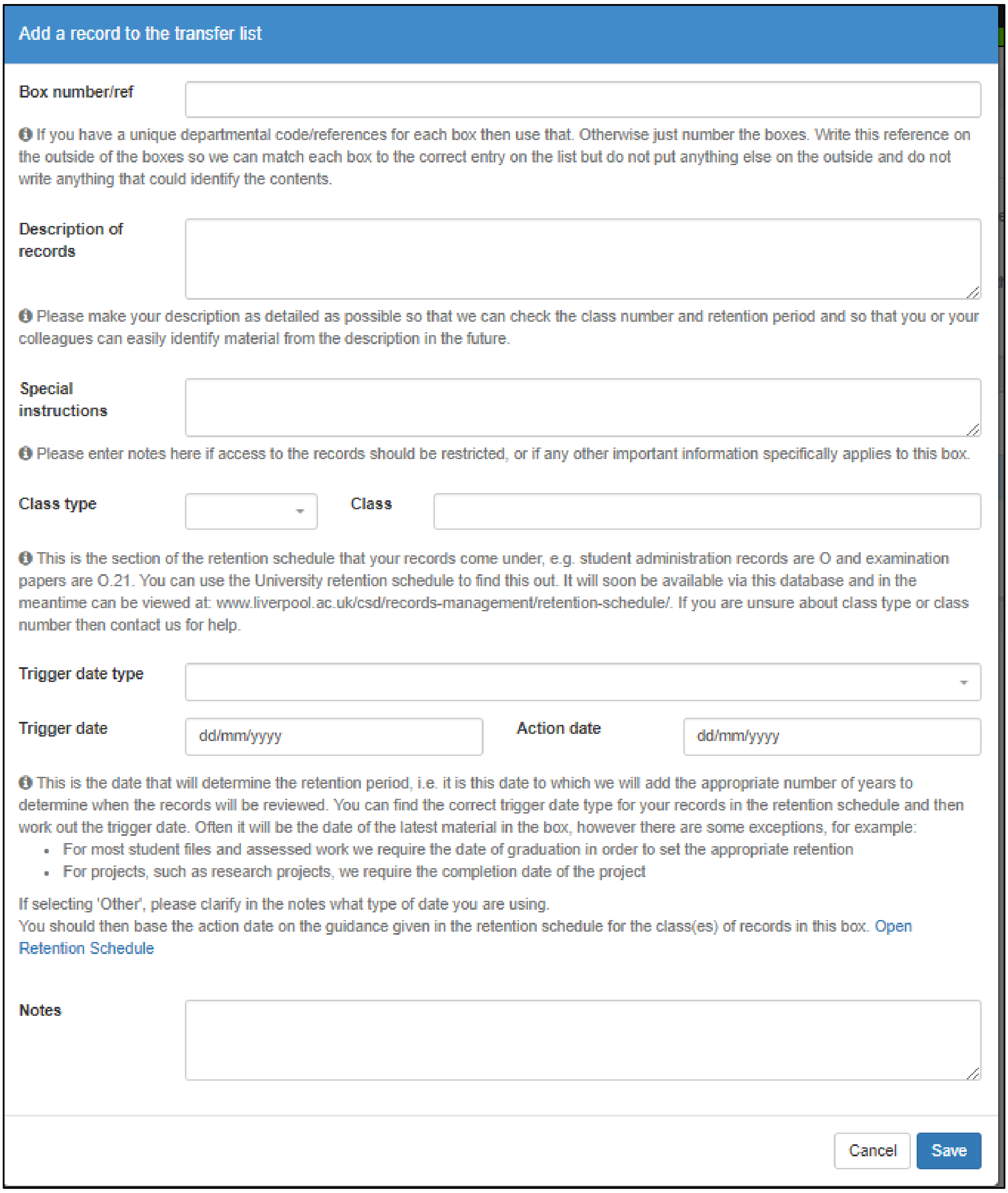
After you have clicked save on the transfer request page, scroll back up to the top and click the "Transfer List" tab. Select 'Add a record':



At this point you can begin to fill in the information for the records you are adding to the list. You should use the retention schedule available on the database which will allow for the correct record type to be easily found and it will add in the trigger type automatically. Follow the guidance under the 'i' symbol to complete your list.

Once the list is complete ensure you click the 'submit your list' button submitted, and processed by the Records Management Team, it will be locked. This means that Records Management Staff can still make changes, but the staff member/RLO submitting the request and list will not.

<u>Bear in mind that you can copy boxes if you have more than one with similar details.</u>



Add a record to the transfer list

Box number/ref

If you have a unique departmental code/references for each box then use that. Otherwise just number the boxes. Write this reference on the outside of the boxes so we can match each box to the correct entry on the list but do not put anything else on the outside and do not write anything that could identify the contents.

Description of records

Please make your description as detailed as possible so that we can check the class number and retention period and so that you or your colleagues can easily identify material from the description in the future.

Special instructions

Please enter notes here if access to the records should be restricted, or if any other important information specifically applies to this box.

Class type **Class**

This is the section of the retention schedule that your records come under, e.g. student administration records are O and examination papers are O.21. You can use the University retention schedule to find this out. It will soon be available via this database and in the meantime can be viewed at: www.liverpool.ac.uk/csd/records-management/retention-schedule/. If you are unsure about class type or class number then contact us for help.

Trigger date type

Trigger date dd/mm/yyyy **Action date** dd/mm/yyyy

This is the date that will determine the retention period, i.e. it is this date to which we will add the appropriate number of years to determine when the records will be reviewed. You can find the correct trigger date type for your records in the retention schedule and then work out the trigger date. Often it will be the date of the latest material in the box, however there are some exceptions, for example:

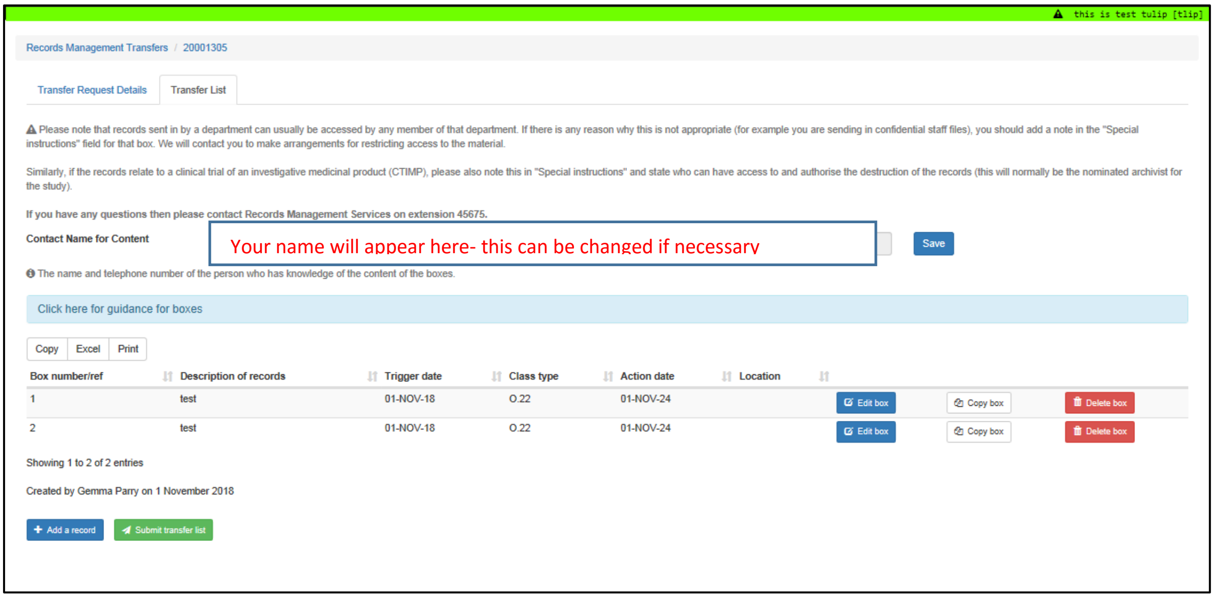
- For most student files and assessed work we require the date of graduation in order to set the appropriate retention
- For projects, such as research projects, we require the completion date of the project

If selecting 'Other', please clarify in the notes what type of date you are using.
You should then base the action date on the guidance given in the retention schedule for the class(es) of records in this box. Open Retention Schedule

Notes

Cancel Save

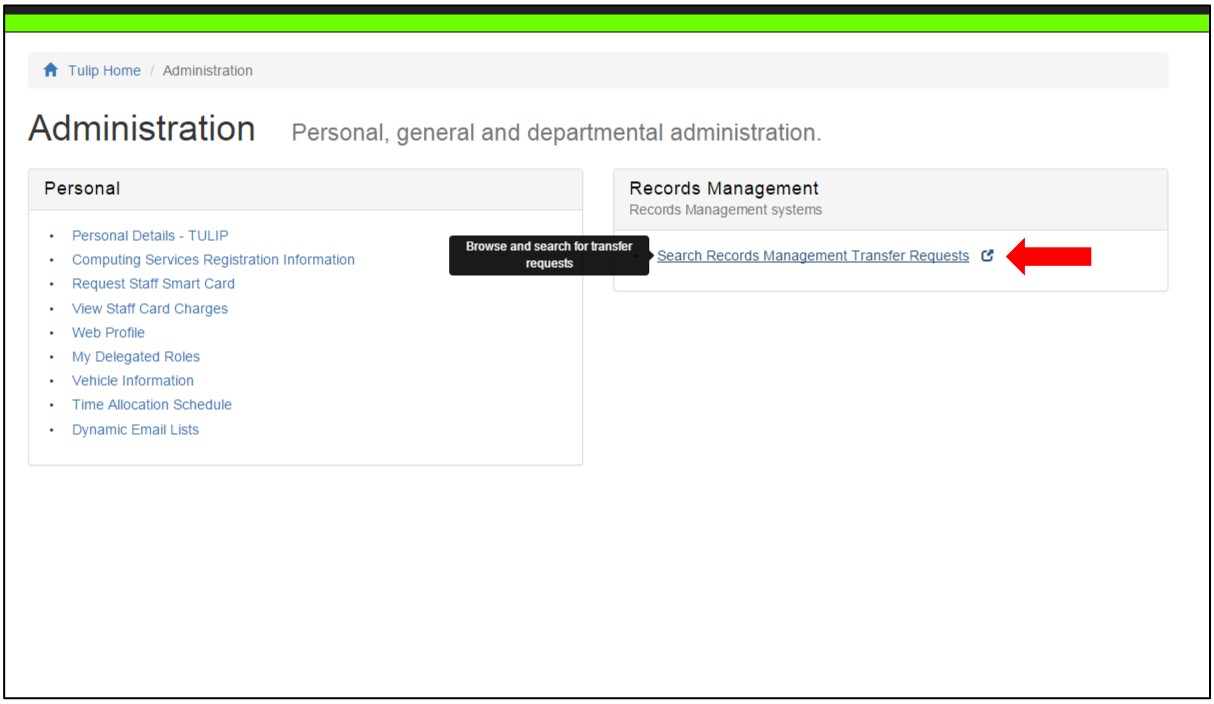
Remember to submit the list when you have finished:



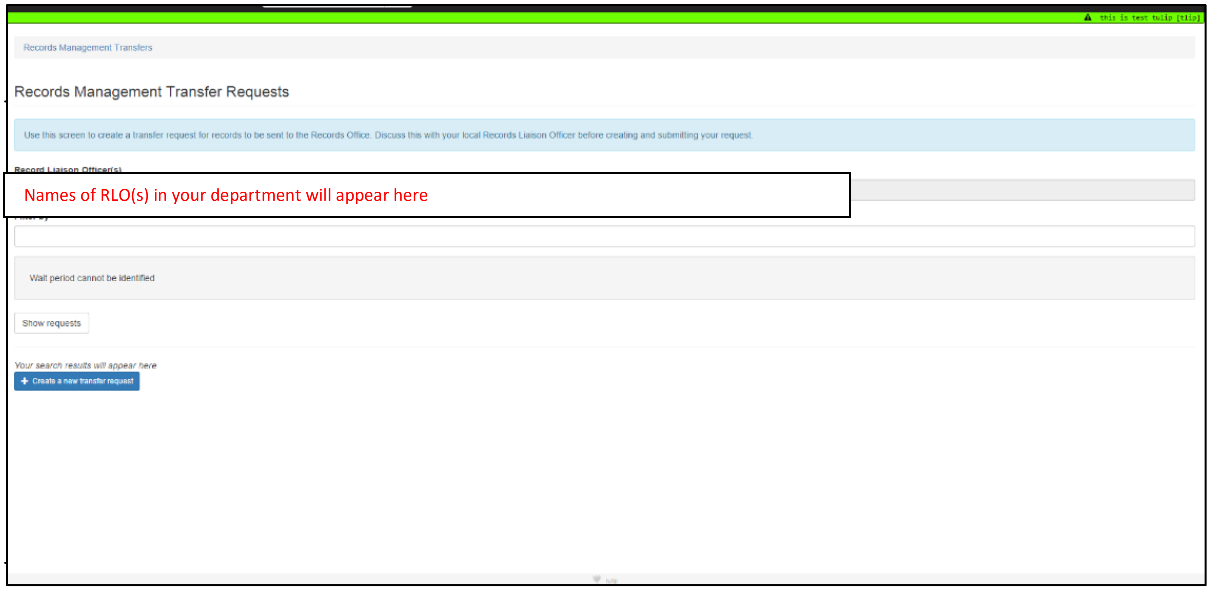
4) HOW TO SEARCH FOR YOUR PAST, CURRENT AND FUTURE TRANSFER REQUESTS

If you need to search for your previous or pending transfer requests to Records Management, you can do so as shown below:

First, log into the TULIP database and from the Records Management menu, select "Search Records Management Transfer Requests":



You will be taken to this screen:



5) Requesting an Issue

If you require a file or box to be temporarily returned to you, you should contact your departmental RLO to arrange this for you. If your department does not have an RLO or you are unsure who it is you should contact Records Management directly on x45675 or recman@liverpool.ac.uk, and we will arrange the issue of the records.

6) Returning an issued record

When you want to return a box or file that you have had issued to you, you should follow the same advice as above and either contact your departmental RLO or the Records Management team directly on x45675 or recman@liverpool.ac.uk, and we will arrange the return of the records.