

RLO- RECORDS MANAGEMENT TULIP DATABASE – PROCESSES

For RLOs without review rights, please ignore sections 8+9

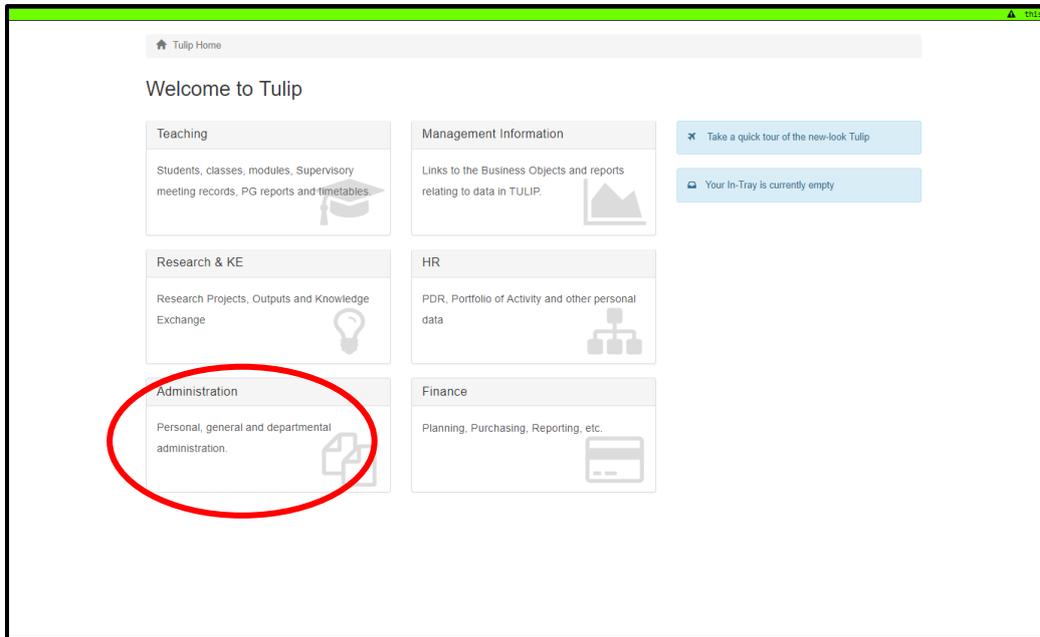


- 1) LOGGING INTO THE RM DATABASE
- 2) CREATING A TRANSFER REQUEST
- 3) FILLING IN YOUR TRANSFER LIST
- 4) HOW TO SEARCH FOR RECORDS
- 5) SEARCHING FOR PAST OR PENDING TRANSFER REQUESTS
- 6) REQUESTING AN ISSUE
- 7) RETURNING AN ISSUED RECORD
- 8) REVIEWING YOUR RECORDS
- 9) MULTIPLE REVIEWS

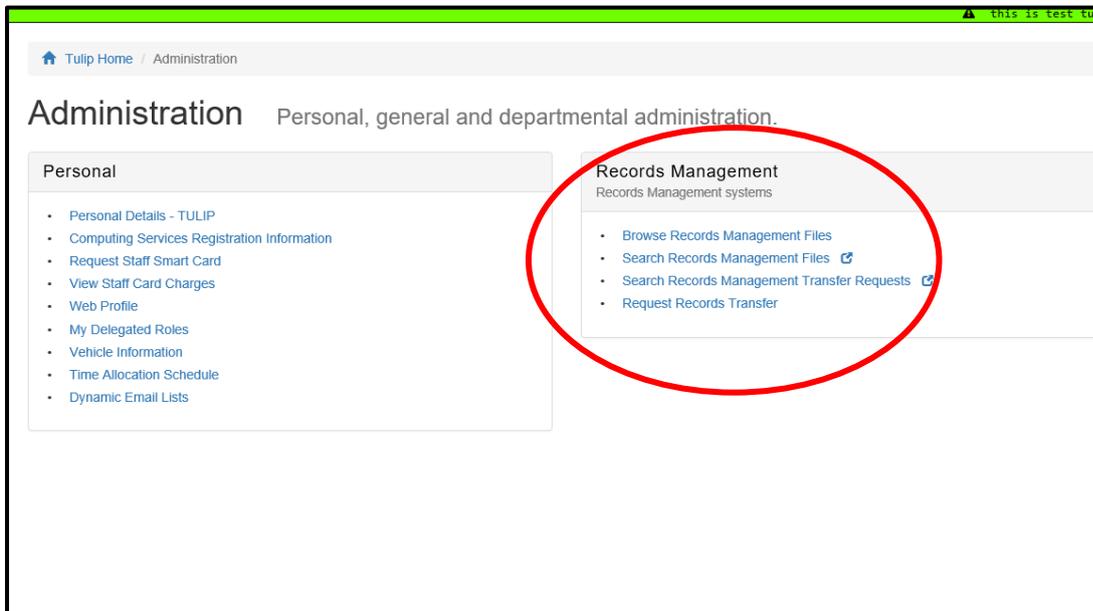
**IF YOU HAVE ANY QUERIES OR NEED ASSISTANCE WITH ANY OF THE BELOW PROCESSES
PLEASE DON'T HESITATE TO CONTACT THE RM TEAM ON X45675 OR
RECMAN@LIVERPOOL.AC.UK**

1) LOGGING INTO THE RM DATABASE

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

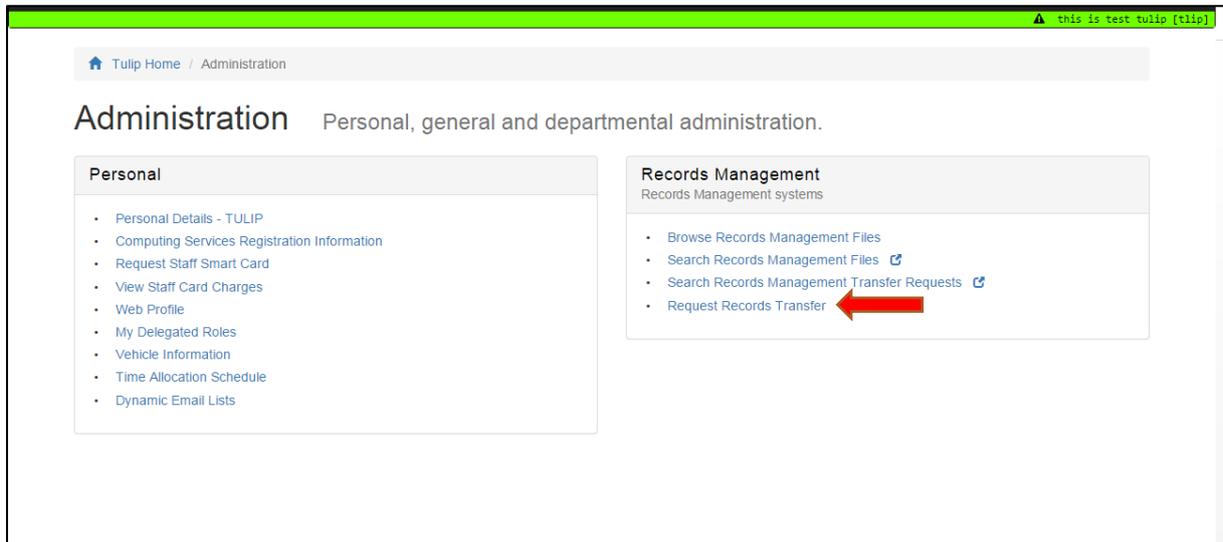


You will then see the Records Management Database menu:

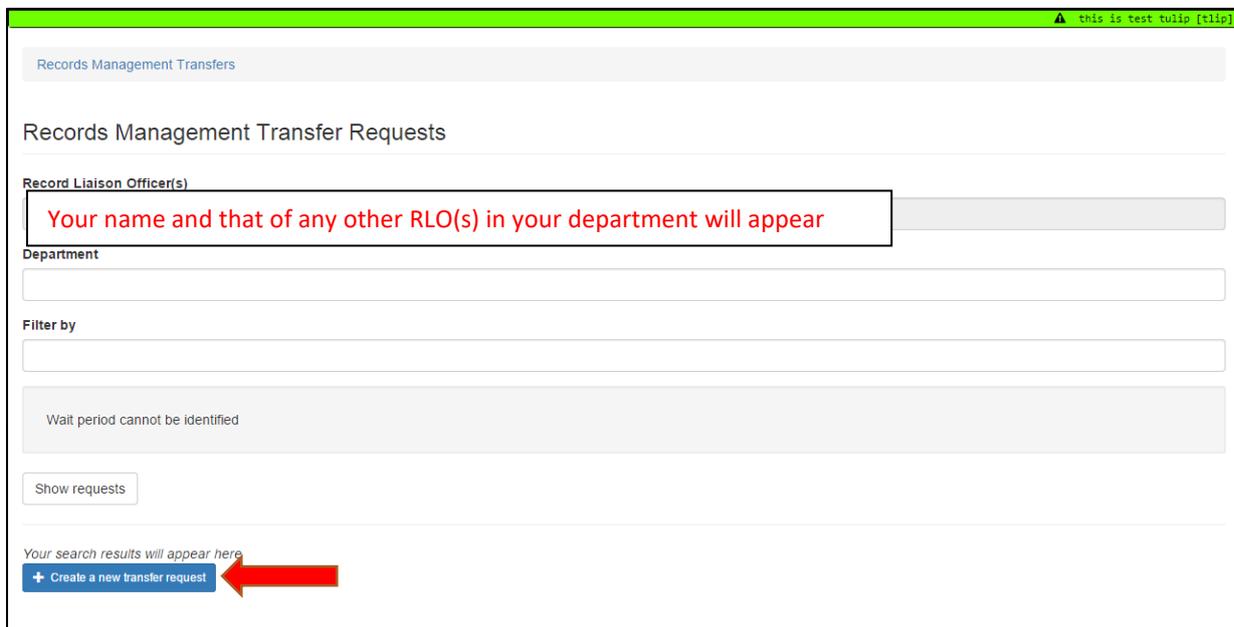


2) CREATING A TRANSFER REQUEST

Go to the Records Management menu in TULIP (see section 1) and select “Request Records Transfer”:



From this screen, click “Create a new transfer request”, if you are looking for a previous request see section 5:



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.

Create a new transfer request

Consignment Type

Storage ▼

i Select "Storage" if your records are being sent for semi-current storage, "Destruction" if they are being sent for confidential destruction .

Collect or Deliver?

Collect ▼

i You can choose to deliver your own records to the Records Management Office, or arrange to have them collected.

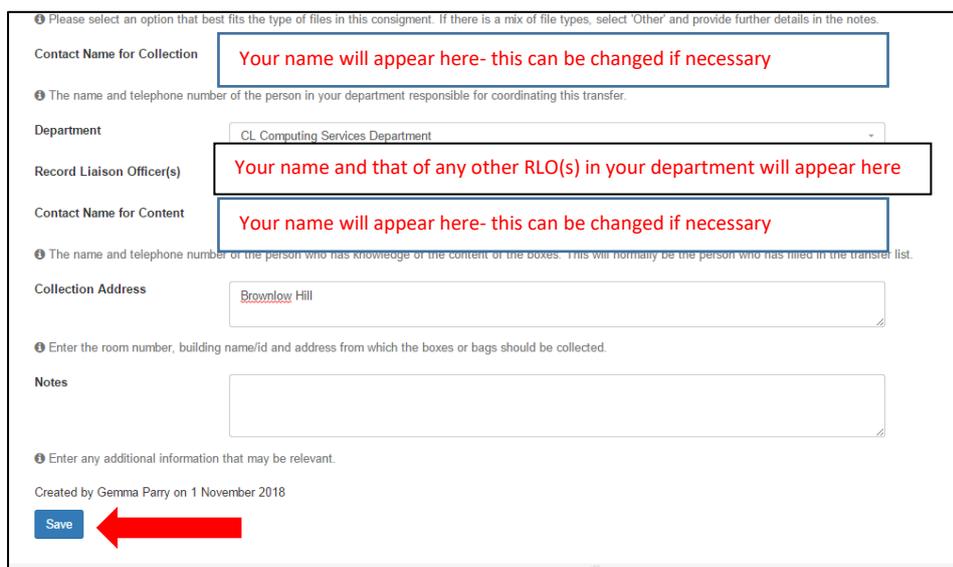
Cancel Create transfer request

Fill in the transfer request screen:

The transfer request will now be automatically assigned a consignment number (this is visible at the top of the screen). You may want to make a note of this to track the records you send for storage, or when liaising with the RM team.

If you are unsure how many bags or boxes you may have to collect, please overestimate- this can be amended later if necessary. Please note that we can only accept a maximum of 25 items per collection slot.

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 necessary



The screenshot shows a web form for creating a transfer request. It includes the following fields and annotations:

- Contact Name for Collection:** A text box containing the red text "Your name will appear here- this can be changed if necessary".
- Department:** A dropdown menu with "CL Computing Services Department" selected.
- Record Liaison Officer(s):** A text box containing the red text "Your name and that of any other RLO(s) in your department will appear here".
- Contact Name for Content:** A text box containing the red text "Your name will appear here- this can be changed if necessary".
- Collection Address:** A text box containing "Brownlow Hill".
- Notes:** An empty text area.
- Save button:** A blue button with a red arrow pointing to it from the left.

At the bottom of the form, it says "Created by Gemma Parry on 1 November 2018".

The contact name for content 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.**

The contact name for collection 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:

Contact Name for Collection: Your name will appear here- this can be changed if necessary

The name and telephone number of the person in your department responsible for coordinating this transfer.

Department: CL Computing Services Department

Record Liaison Officer(s): Your name and that of any other RLO(s) in your department will appear here

Contact Name for Content: Your name will appear here- this can be changed if necessary

The name and telephone number of the person who has knowledge of the content of the boxes. This will normally be the person who has filled in the transfer list.

Collection Address: Brownlow Hill

Enter the room number, building name/id and address from which the boxes or bags should be collected.

Notes:

Enter any additional information that may be relevant.

Created by Gemma Parry on 1 November 2018

Save

Submit to Records Management

At this stage 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.

When the Records Management team offer you a date you the contact name for collection will receive the following email:

You are booked in for a collection from Records Management on 29 Nov 2018. 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.

Once you have been offered a collection date you will need to log back into TULIP and into your transfer request and use the buttons to either 'accept' or 'reject' the date.

Records Management Transfer Request Booked for 23 Jan 2019 Transfer list required!

Please submit a request to transfer your records to us via this screen so we can arrange a date. If you are storing records you will then need to, when you are ready and at least a week before the agreed date, create and submit a transfer list for those records on the 'Transfer List' screen.

If you have any questions then please contact Records Management Services on extension 45675.

Consignment Type

Select "Storage" if your records are being sent for semi-current storage, "Destruction" if they are being sent for confidential destruction.

Collect or Deliver?

You can choose to deliver the records to the Records Centre at a pre-arranged time or arrange to have them collected. There is usually a wait of around 10-12 weeks for collections.

When will your records be available to collect? **Transfer Date Offered**

Please enter the date when you anticipate your records will be packed up and available for collection. You can enter more information in the Notes field if you need to.

Please indicate your acceptance of the offered transfer date by pressing 'Accept'. If you cannot accept the date, please press the 'Reject' button and enter some explanatory notes.

Number of Boxes

Please only enter more than 25 boxes if you have confirmation from Records Management that they will all be taken in on the same date. Otherwise you will need to create a separate transfer request and list for each separate collection.

Please estimate the number of boxes you want to send for storage (over-estimate rather than under). We will only accept records in the boxes we supply - please contact us if you need to order some. We will deliver the flat-packed boxes to the address below within a few days of receiving your request. If you already have flat-packed boxes and don't need the full number, let us know in the notes at the bottom of the page.

Type of Record

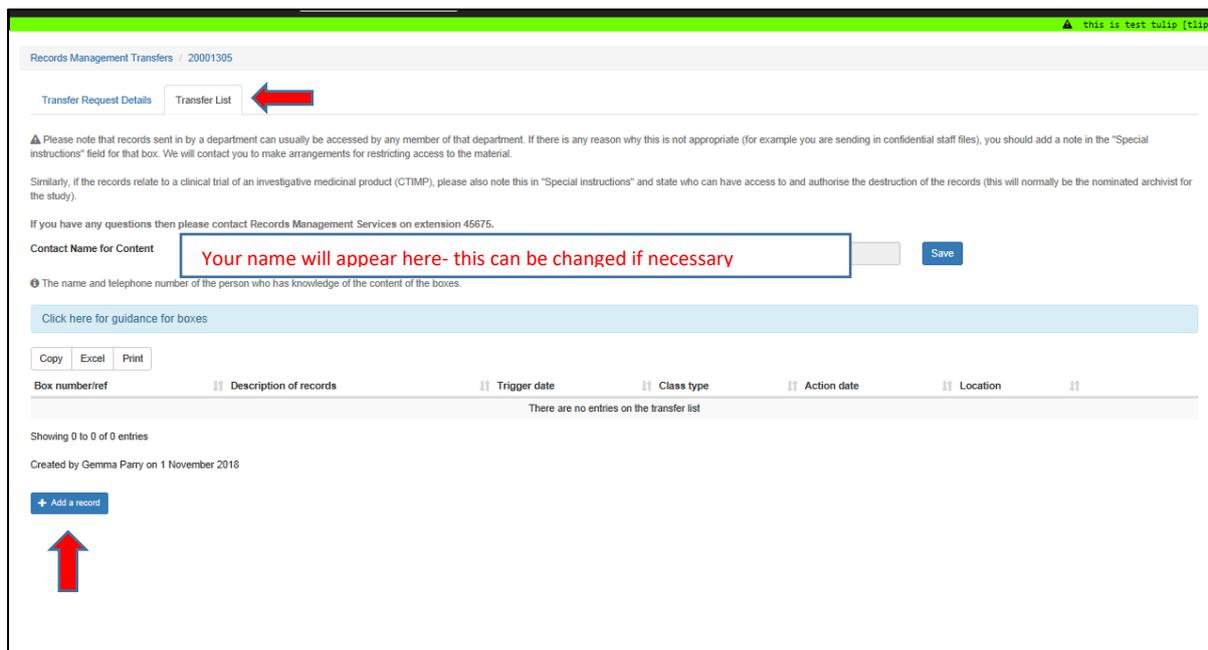
Please select an option that best fits the type of files in this consignment. If there is a mix of file types, select 'Other' and provide further details in the notes.

Contact Name for Collection **Contact Tel**

If you reject the given date the Records Management team will offer you a new date for collection.

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’:



The screenshot shows a web interface for 'Records Management Transfers / 20001305'. At the top, there are two tabs: 'Transfer Request Details' and 'Transfer List', with a red arrow pointing to the 'Transfer List' tab. Below the tabs, there is a warning message: 'Please note that records sent in by a department can usually be accessed by any member of that department. If there is any reason why this is not appropriate (for example you are sending in confidential staff files), you should add a note in the "Special instructions" field for that box. We will contact you to make arrangements for restricting access to the material. Similarly, if the records relate to a clinical trial of an investigational medicinal product (CTIMP), please also note this in "Special instructions" and state who can have access to and authorise the destruction of the records (this will normally be the nominated archivist for the study). If you have any questions then please contact Records Management Services on extension 45675.' Below this is a form for 'Contact Name for Content' with a text input field containing 'Your name will appear here- this can be changed if necessary' and a 'Save' button. A note below the form states: 'The name and telephone number of the person who has knowledge of the content of the boxes.' There is a link 'Click here for guidance for boxes'. Below that are 'Copy', 'Excel', and 'Print' buttons. A table header is visible with columns: 'Box number/ref', 'Description of records', 'Trigger date', 'Class type', 'Action date', and 'Location'. The table content shows 'There are no entries on the transfer list'. Below the table, it says 'Showing 0 to 0 of 0 entries' and 'Created by Gemma Parry on 1 November 2018'. At the bottom left, there is a blue button with a plus sign and the text 'Add a record', with a red arrow pointing to it.

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. **You can also find the retention schedule on our website: <https://www.liverpool.ac.uk/csd/records-management/retention-schedule/>.** Follow the guidance under the ‘i’ symbol to complete your list.

Once the list is complete ensure you click the ‘submit your list’ button. Once you have submitted the list, and it has been 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. If you need to make changes then you will need to submit a note via the database and the RM team can amend things for you.

Bear in mind that you can copy boxes if you have more than one with similar details.(see example 3 below)

Example 1- Examination Scripts:

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 Action date

❗ 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

Example 2- Financial records:

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 Action date

ⓘ 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

Example 3- Copying a box:

Box number/ref	Description of records	Trigger date	Class type	Action date	Location	
1	Invoices	30-AUG-18	E.10	30-AUG-25		Edit box Copy box Delete box

Showing 1 to 1 of 1 entries
Created by Gemma Parry on 21 November 2018

[+ Add a record](#) [Submit transfer list](#)



Ensure that if you copy a box you change the box number/ref, and the trigger/action dates if applicable:

Edit this box

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 (optional)

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 (optional) Class (optional)

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 (optional) Action date (optional)

This is the date that will determine the retention period. It is the 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 (optional)

Remember to submit the list when you have finished:

Records Management Transfers / 20001305

Transfer Request Details | **Transfer List**

⚠ Please note that records sent in by a department can usually be accessed by any member of that department. If there is any reason why this is not appropriate (for example you are sending in confidential staff files), you should add a note in the "Special instructions" field for that box. We will contact you to make arrangements for restricting access to the material.

Similarly, if the records relate to a clinical trial of an investigational medicinal product (CTIMP), please also note this in "Special instructions" and state who can have access to and authorise the destruction of the records (this will normally be the nominated archivist for the study).

If you have any questions then please contact Records Management Services on extension 45675.

Contact Name for Content

🔍 The name and telephone number of the person who has knowledge of the content of the boxes.

[Click here for guidance for boxes](#)

Box number/ref	Description of records	Trigger date	Class type	Action date	Location	
1	test	01-NOV-18	O.22	01-NOV-24		<input type="button" value="Edit box"/> <input type="button" value="Copy box"/> <input type="button" value="Delete box"/>
2	test	01-NOV-18	O.22	01-NOV-24		<input type="button" value="Edit box"/> <input type="button" value="Copy box"/> <input type="button" value="Delete box"/>

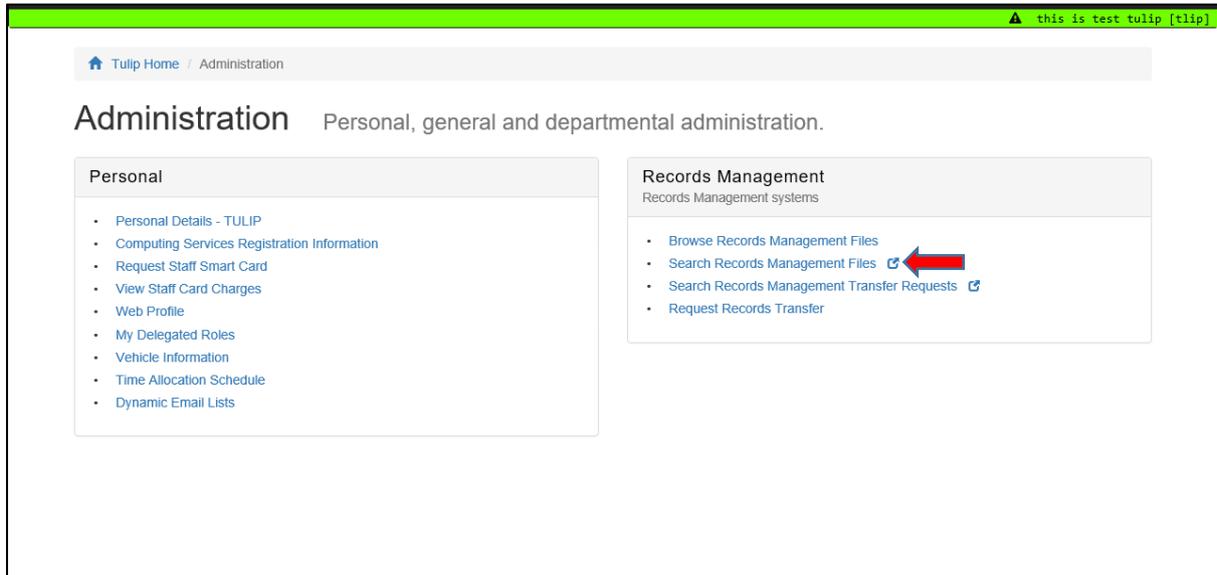
Showing 1 to 2 of 2 entries

Created by Gemma Parry on 1 November 2018

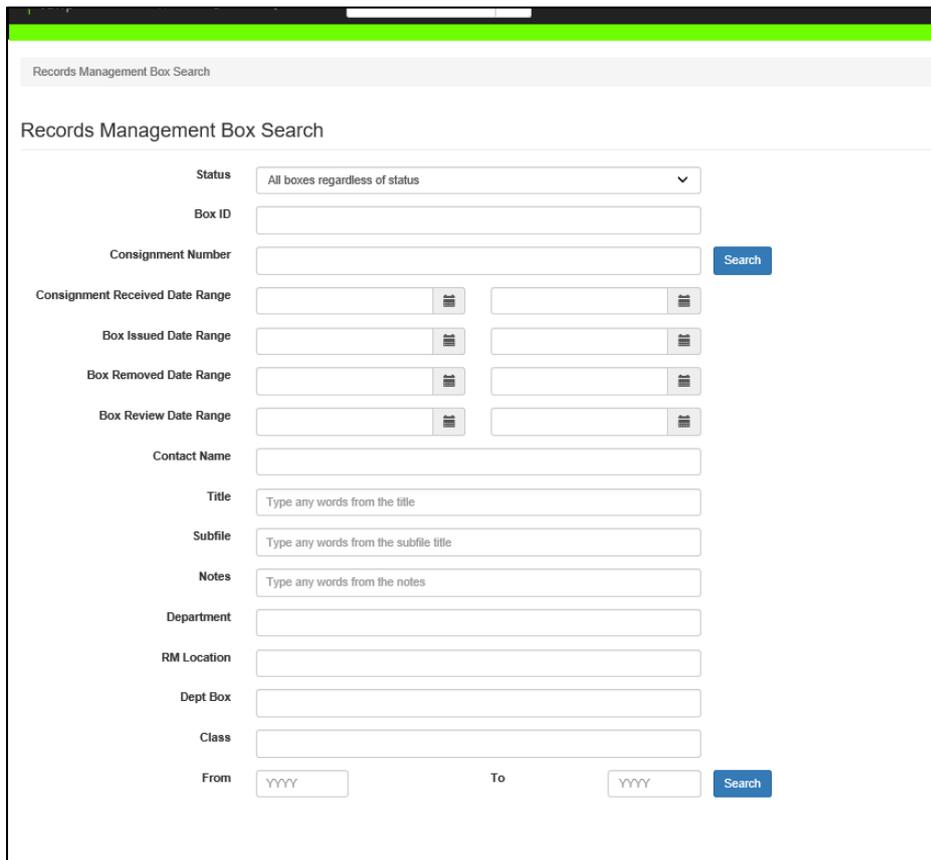


4) HOW TO SEARCH FOR YOUR RECORDS

If you need to search for some records that you have deposited with us, you can do so as shown below. First, log into the TULIP database and from the Records Management menu, select “Search Records Management Files”:



You will be taken to this screen:



The screenshot shows the "Records Management Box Search" form. The form has a title "Records Management Box Search" and a subtitle "Records Management Box Search". It contains several input fields and a search button. The fields are: "Status" (a dropdown menu with "All boxes regardless of status" selected), "Box ID", "Consignment Number", "Consignment Received Date Range" (two date pickers), "Box Issued Date Range" (two date pickers), "Box Removed Date Range" (two date pickers), "Box Review Date Range" (two date pickers), "Contact Name", "Title" (with a placeholder "Type any words from the title"), "Subfile" (with a placeholder "Type any words from the subfile title"), "Notes" (with a placeholder "Type any words from the notes"), "Department", "RM Location", "Dept Box", "Class", and "From" (with a placeholder "YYYY") and "To" (with a placeholder "YYYY"). There are two "Search" buttons, one next to the "Consignment Number" field and one at the bottom right.

Use the fields to search. You do not have to enter information into every field, though the more accurate information you input, the easier it will be to find the box:

If you are searching for a file rather than a whole box, you will still need to locate the box it is in. However, if you don't know which box this is, you can fill in the "Subfile" field with any words from the title of the file.

If you know the status of your box, this will narrow the search. For example, if you are searching for a box that has been issued because you want to return the records, you can select "currently issued boxes only". Selecting "all current boxes" will only bring back those still in the Records Centre whereas "All boxes regardless of status" will return every box for your search terms, including ones that have been destroyed or permanently returned to a department.

If you want to view consignments only rather than individual boxes then tick the checkbox at the bottom of the search screen. Alternatively, when you get the search results you can go from the individual boxes to the consignment information by clicking on the consignment number.

Once you have put the information in then press any of the blue search buttons.

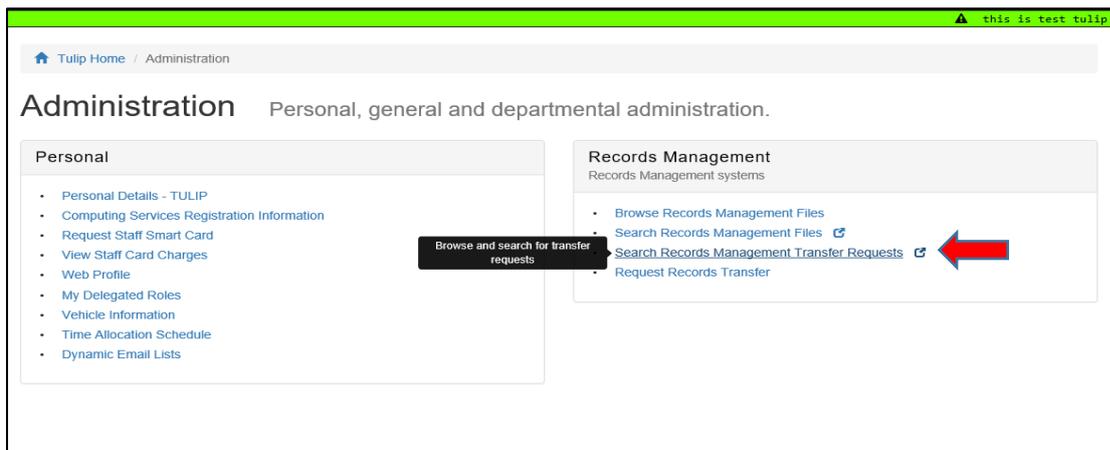
N.B. It is usually better to search via this screen than via the transfer request screen as it has better functionality built in.

The screenshot shows the 'Records Management Box Search' interface. At the top, there is a search bar with a dropdown menu for 'Status'. The dropdown menu is open, showing the following options: 'All current boxes (includes issued boxes)', 'Removed boxes only', 'Currently issued files and boxes only', 'Issued files, boxes and issue requests only', 'Issue requests, box not yet issued', 'Issue return requests', 'Due for review', 'Due for, or currently undergoing review', 'Reviewed boxes, not yet checked by Records Management Manager', 'Reviewed boxes, not yet checked by Records Management Office', 'Reviewed boxes, referred by Records Management, awaiting confirmation', 'Reviewed boxes, checks complete, need Records Management action', and 'All boxes regardless of status'. The 'Reviewed boxes, checks complete, need Records Management action' option is highlighted in blue. Below the dropdown, there are several input fields: 'Box ID', 'Consignment Number' (with a blue 'Search' button to its right), 'Consignment Received Date Range', 'Box Issued Date Range', 'Box Removed Date Range', and 'Box Review Date Range'. Each date range field has a calendar icon. Below these are 'Contact Name', 'Title' (with a placeholder 'Type any words from the title'), 'Subfile' (with a placeholder 'Type any words from the subfile title'), 'Notes' (with a placeholder 'Type any words from the notes'), 'Department', and 'RM Location'.

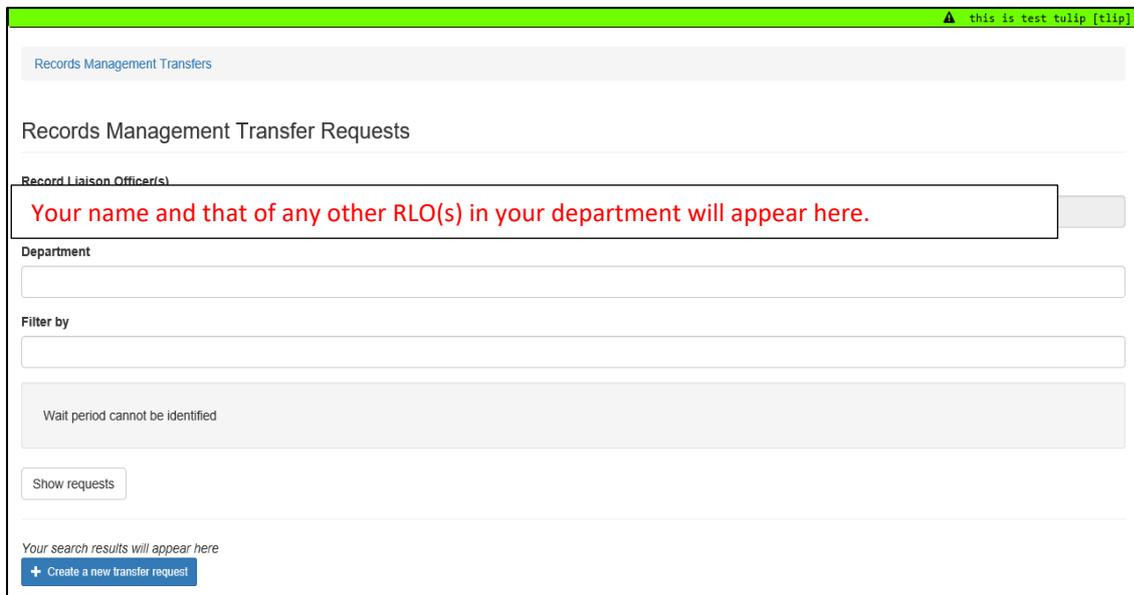
5) SEARCHING FOR PAST OR PENDING TRANSFER REQUESTS

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 then be taken to this screen:



You can use the 'Filter by' feature to narrow your search through the requests, or if you simply click the 'Show requests' button, you can view all of your previous and pending requests with the oldest being at the top of the first page, and the most recent being at the bottom of the last page.

6) REQUESTING AN ISSUE

First, search for the records you need, as above. (see section 3)

If you want to view a whole consignment then you can click the consignment number on the left, if you want to view a box then click the title of the box.

20000651	01 May 2014	Computing Services Department	Sue Highfield	Old transfer lists S-Z & Special Instructions	10558	RM04	H.3	Nothing issued	Review
20000652	01 May 2014	Computing Services Department	Michelle Alexander	DEPARTMENTAL AND OTHER CO	11373		H.7 H.5	Nothing issued	Review
20000678	05 Aug 2014	Computing Services Department	RC Audit Boxes					Nothing issued	Review
20000713	16 Oct 2014	Computing Services Department	Michelle Burns	Purchase Orders - 30/05/	12045	CSD007 - MB	E.11	Nothing issued	Review
20000713	16 Oct 2014	Computing Services Department	Michelle Burns	Invoices - 04/07/12 - 07/	12103	CSD008 - MB	E.10	Nothing issued	Review
20000713	16 Oct 2014	Computing Services Department	Michelle Burns	Invoices - 08/11/12 - 23/	12056	CSD009 - MB	E.10	Nothing issued	Review
20000713	16 Oct 2014	Computing Services Department	Michelle Burns	Invoices - 27/01/12 - 03/	12053	CSD010 - MB	E.10	Nothing issued	Review
20000713	16 Oct 2014	Computing Services Department	Michelle Burns	ISF - 07/07/11 - 19/03/12	12051	CSD011 - MB	E.19 E.10	Nothing issued	Review
20000713	16 Oct 2014	Computing Services Department	Michelle Burns	Invoices 25/05/13 - 11/06	12055	CSD012 - MB	E.11 E.10	Nothing issued	Review
20000838	20 Aug 2015	Computing Services Department	Michelle Burns	ASS - Process data and H&	5417	CSD013 - MB	E.17 F.12 B.4 N.11	Nothing issued	Review
20000838	20 Aug 2015	Computing Services Department	Michelle Burns	01/01/10 to 29/10/14 Prox	10187	CSD014 - MB	1.8 E.10 E.27	Nothing issued	Review

Showing 1 to 50 of 140 entries

Previous [1](#) [2](#) [3](#) Next

Next, select the box that contains the records you wish to view:

NB Ensure you click the title of the boxes and if you press control as you click on the title of the box then it will open in new tab so your original search results screen is still there. This can be useful if you need to check several boxes.

20000899	07 Jan 2016	31 Dec 2021	Computing Services Department	Andrea Barrett	Special Instructions Overtime - 1; ISF's - 2 A	14911	CSD023 - AB	E.19 G.25	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2018	Computing Services Department	Andrea Barrett	Special Instructions Orange Orders - 1 July- D	14904	CSD024 - AB	E.11	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2022	Computing Services Department	Andrea Barrett	Special Instructions Invoices - 1 Oct14- Jan 1	14874	CSD025 - AB	E.10	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2021	Computing Services Department	Andrea Barrett	Special Instructions Orange Orders - 1 Aug 11-	14966	CSD026 - AB	E.11	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2021	Computing Services Department	Andrea Barrett	Special Instructions Telecoms Invoices - 1; Te	14873	CSD027 - AB	E.17 E.18 E.10	Nothing issued	Review
20000958	07 Apr 2016	31 Dec 2018	Computing Services Department	Ken Allen / Amanda Partyn	Special Instructions Registration Forms A-K Au	3600	HD56	J.8	Nothing issued	Review
20000958	07 Apr 2016	31 Dec 2018	Computing Services Department	Ken Allen / Amanda Partyn	Special Instructions Registration Forms L-Z Au	2780	HD57	J.8	Nothing issued	Review
20000958	07 Apr 2016	31 Dec 2021	Computing Services Department	Ken Allen / Amanda Partyn	Special Instructions Registration Forms A-Z Ja	17188	HD58	J.8	Nothing issued	Review
20000958	07 Apr 2016	31 Dec 2023	Computing Services Department	Ken Allen / Amanda Partyn	Special Instructions Registration Forms A-Z Ja	13583	HD59	J.8	Nothing issued	Review
20000958	07 Apr 2016	31 Dec 2022	Computing Services Department	Ken Allen / Amanda Partyn	Special Instructions CIS Registration Forms (B	11648	HD60	J.8	Nothing issued	Review
20000970	19 May 2016	31 Dec 2021	Computing Services Department	George Morrell	Special Instructions Credit Cards Statement MB	13596	CSD28	E.17	Nothing issued	Review
20001229	22 Feb 2018	31 Dec 2022	Computing Services Department	Emma Cummings	Special Instructions ISF 2014, Invoices Jan -	8854	CSD/14/15 Box 1	E.19 E.10	Nothing issued	Review
20001229	22 Feb 2018	31 Dec 2022	Computing Services Department	Emma Cummings	Special Instructions Purchase orders 2014 and	17917	CSD/14/15 Box 2	E.11	Nothing issued	Review
20001229	22 Feb 2018	31 Dec 2023	Computing Services Department	Emma Cummings	Special Instructions Invoices 2014, Orders 201	11276	CSD/14/15 Box 3	G.25a E.10	Nothing issued	Review
20001229	22 Feb 2018	31 Dec 2023	Computing Services Department	Emma Cummings	Special Instructions Invoices 2015 & 2016, Pur	5029	CSD/14/15 Box 4	E.10 E.11	Nothing issued	Review
20001229	22 Feb 2018	31 Dec 2024	Computing Services Department	Emma Cummings	Special Instructions Orders and invoices 2016	10256	CSD/14/15 Box 5	E.10	Nothing issued	Review
20001289	07 Aug 2018	31 Jul 2023	Computing Services Department	Michelle Alexander	Special Instructions MA student files graduate	30001	1	O	Nothing issued	Review
20001289	07 Aug 2018	31 Jul 2019	Computing Services Department	Michelle Alexander	Special Instructions Exam scripts - second yea	30002	2	O.22	Nothing issued	Review
20001289	07 Aug 2018	31 Mar 2024	Computing Services Department	Michelle Alexander	Special Instructions Financial records - Invoi	30003	3	E.10	Nothing issued	Review
20001289	07 Aug 2018	31 May 2023	Computing Services Department	Michelle Alexander	Special Instructions Research project - consen	30004	4	M.15	Nothing issued	Review
20001289	07 Aug 2018	31 Dec 2023	Computing Services Department	Michelle Alexander	Special Instructions Staff files - leavers 201	30005	5	G.24	Nothing issued	Review

Showing 51 to 76 of 76 entries

Previous 1 2 Next

Click the issues tab at the top of the screen:

Box Details (Financial records - invoices - Jan 2016 - Mar 2017) - location:30003 **Current**

Details Notes **4** Issues **0** 

Box ID: 2000013035

Consignment ID: 20001289 Consignment Received: 07 Aug 2018 [Click here to view the consignment details.](#)

Special Instructions: Restrict Instructions?

Historic Schedule Details(E.10): End of financial year-6 years--Taxation Management Act 1970 c. 9 s 34, Limitation Act 1980, Value Added Tax Act 1994 c. 23, HM Revenue and Customs 70021 para. 5.2
Full Historic Retention Schedule Details for E.10

Description of Records: Financial records - invoices - Jan 2016 - Mar 2017

Records Management Department:

University Department: Computing Services Department

Contact: Michelle Alexander

Records Management Location: 30003 Box number/ref: 3

Trigger Date: 31/03/2017 Trigger Date Type: End of financial year

Class Type: E Class: E.10: Sales and Purchase Invoices

From Year: YYYY To Year: YYYY

Last Reviewed By: Date Reviewed:

Action: Action Date: 31 Mar 2024

[Save](#)

[Add a note](#) [Review this box](#) [Request review](#) [Change department](#)

Details of previous and current issues will appear on this screen, select 'request issue':

Records Management Box Search / 2000013035

Box Details (Financial records - invoices - Jan 2016 - Mar 2017) - location:30003 **Current**

Details Notes **4** Issues **0**

Show 10 entries Search within results

Issue ID	Status	Issued Date	Issued By	Subfile	Issued To	Telephone No.	Returned Date
This file has never been issued.							

Showing 1 to 1 of 1 entries [Previous](#) **1** [Next](#)

[Request issue](#) 

The window shown below will then appear where you can enter the details of your request:

Request issue of this file

Contact Name

Contact Tel

Consignment ID

Description of Records

Box Ref

Collect or Deliver?

i Consultation by appointment in the Records Centre (computer and printer access available) or collection are the quickest options. Please indicate your availability in the notes field. We may be able to deliver, depending on quantity and location. Again give full details in the notes field and please note that someone will need to be available to receive the delivery.

When do you need the file?

ASAP, As soon as possible

I will specify a date

Do you want the whole box to be issued?

Yes, I want the whole box

No, I will specify the file that I want

Subfile

i Please use the field below to indicate your availability to either attend the Records Centre or receive the delivery.

Notes

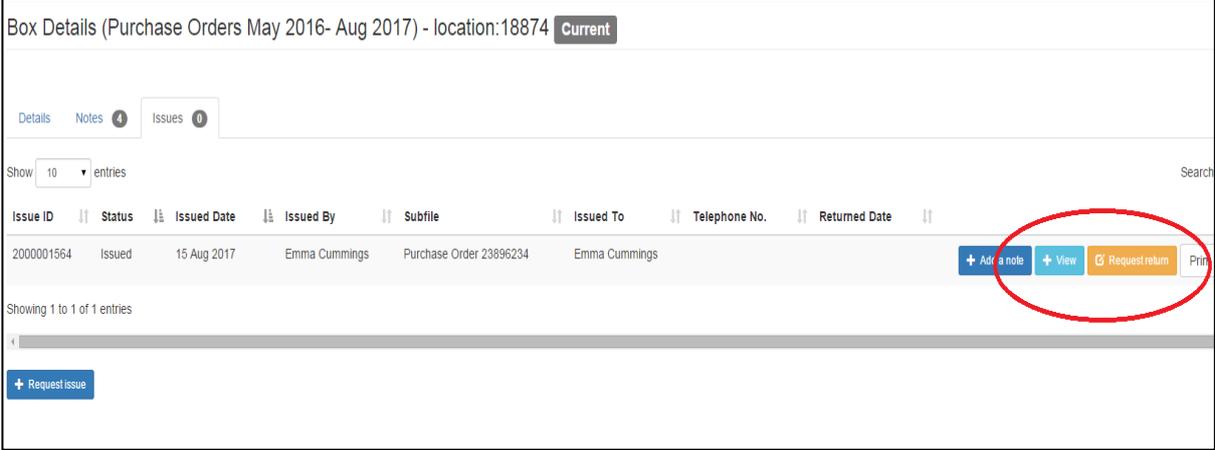
Fill in the details and click “Save”. A member of the RM team will then get in touch to arrange either delivery/consultation of the records.

Please note: all records will be issued for 4 weeks unless otherwise agreed, if you have not returned the files by the return date you will receive automated emails requesting their return. Through liaison with the RM team we can either arrange to return your records (see section 6) or extend the return date.

7) RETURNING AN ISSUED RECORD

You can return records that have been issued at any time by searching for the box number on TULIP and selecting the Issues tab as demonstrated above.

Select “Request return”:



Box Details (Purchase Orders May 2016- Aug 2017) - location:18874 **Current**

Details Notes 4 Issues 0

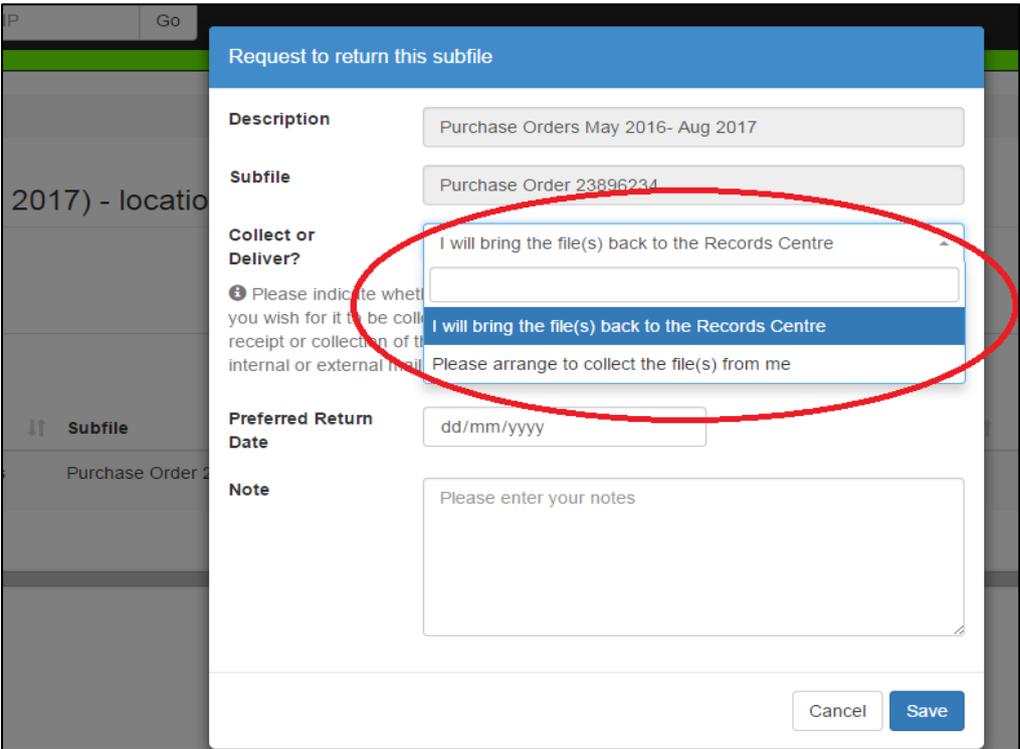
Show 10 entries

Issue ID	Status	Issued Date	Issued By	Subfile	Issued To	Telephone No.	Returned Date	
2000001564	Issued	15 Aug 2017	Emma Cummings	Purchase Order 23896234	Emma Cummings			+ Add a note + View Request return Print

Showing 1 to 1 of 1 entries

[+ Request issue](#)

This window will then appear where you should say if the files are being collected or delivered and the date:



Request to return this subfile

Description: Purchase Orders May 2016- Aug 2017

Subfile: Purchase Order 23896234

Collect or Deliver? **I will bring the file(s) back to the Records Centre**

Please indicate when you wish for it to be collected or receipt or collection of the internal or external mail.

Preferred Return Date: dd/mm/yyyy

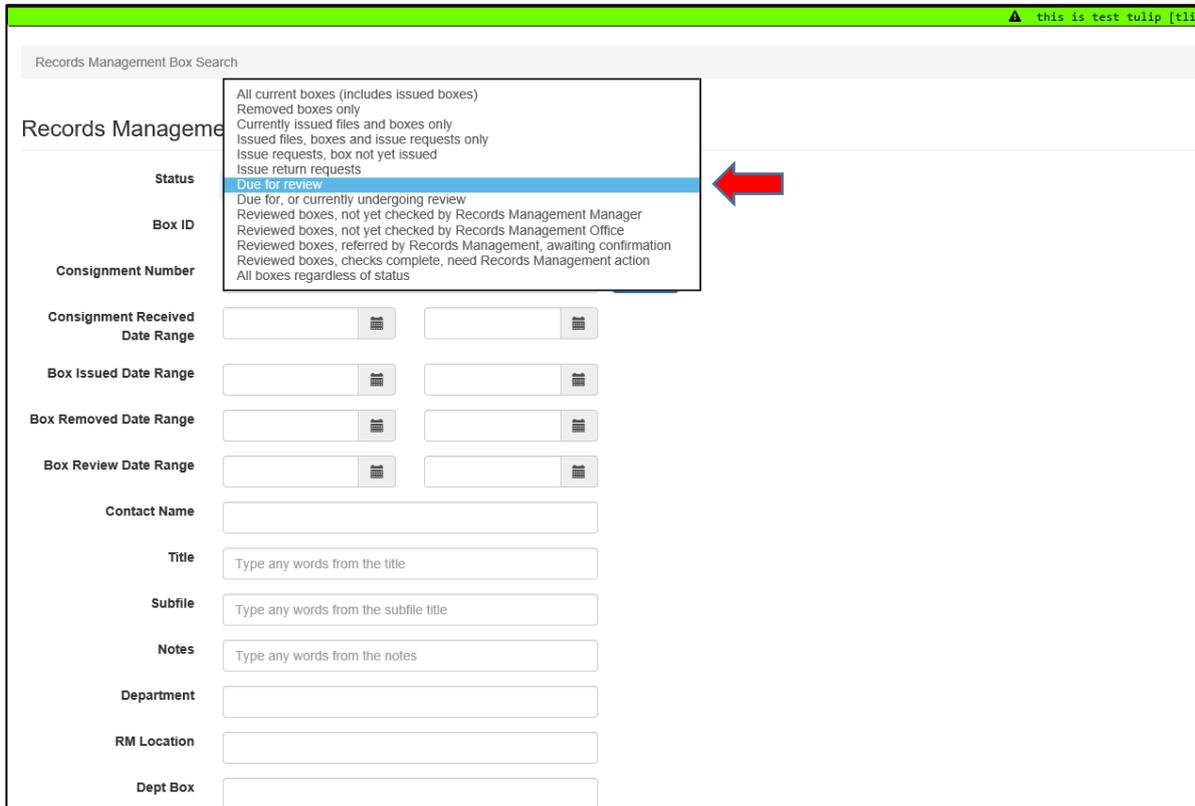
Note: Please enter your notes

Cancel Save

The RM team will then get in touch with you to arrange the return of your records.

8) REVIEWING YOUR RECORDS

Whenever a box of records reaches the end of its retention period it will appear on the filter 'boxes due for review' on the drop down menu on the Records Management home screen:

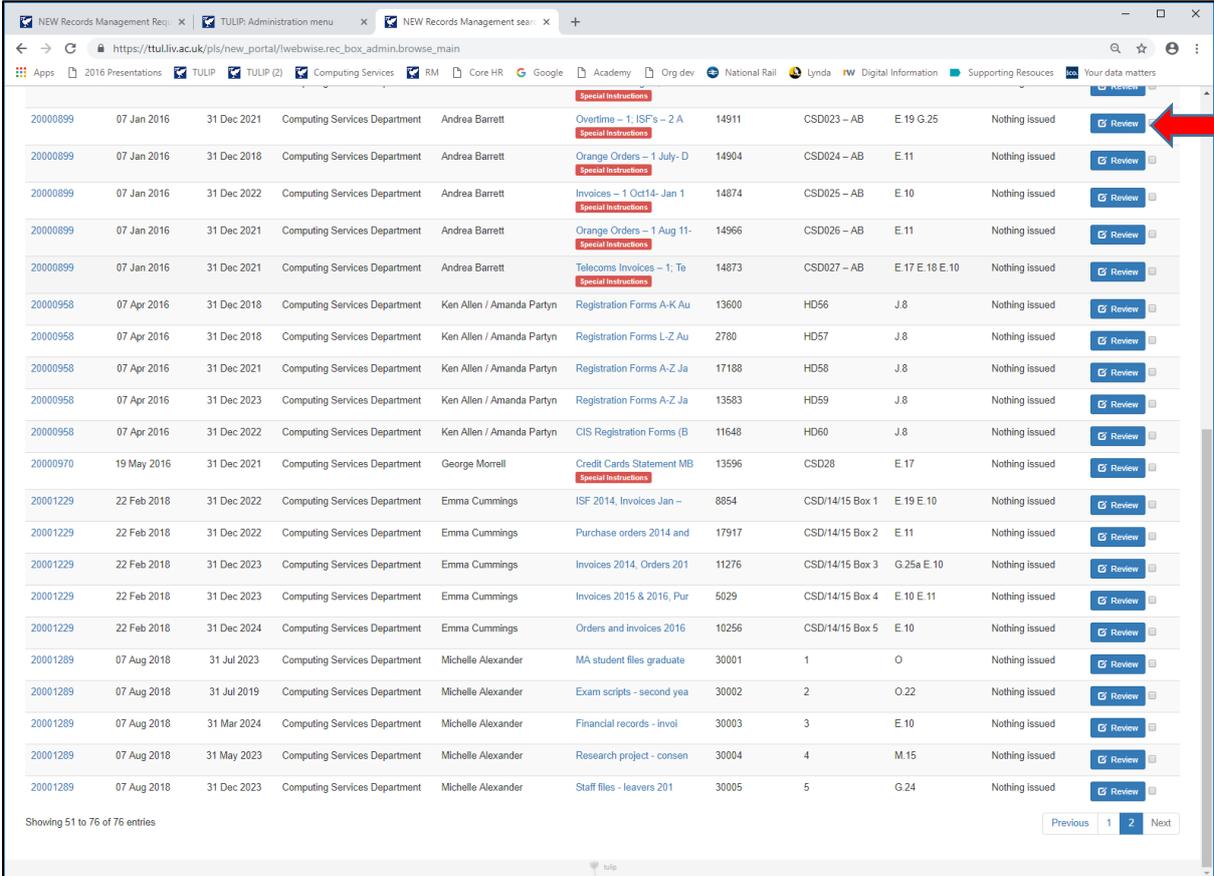


The screenshot shows the 'Records Management Box Search' interface. A dropdown menu is open for the 'Status' filter, listing various options. A red arrow points to the 'Due for review' option, which is highlighted in blue. The interface includes several search filters and input fields:

- Status:** All current boxes (includes issued boxes), Removed boxes only, Currently issued files and boxes only, Issued files, boxes and issue requests only, Issue requests, box not yet issued, Issue return requests, **Due for review** (highlighted), Due for, or currently undergoing review, Reviewed boxes, not yet checked by Records Management Manager, Reviewed boxes, not yet checked by Records Management Office, Reviewed boxes, referred by Records Management, awaiting confirmation, Reviewed boxes, checks complete, need Records Management action, All boxes regardless of status.
- Box ID:** Reviewed boxes, not yet checked by Records Management Office
- Consignment Number:** Reviewed boxes, referred by Records Management, awaiting confirmation, Reviewed boxes, checks complete, need Records Management action, All boxes regardless of status
- Consignment Received Date Range:** Two date range input fields with calendar icons.
- Box Issued Date Range:** Two date range input fields with calendar icons.
- Box Removed Date Range:** Two date range input fields with calendar icons.
- Box Review Date Range:** Two date range input fields with calendar icons.
- Contact Name:** Text input field.
- Title:** Text input field with placeholder 'Type any words from the title'.
- Subfile:** Text input field with placeholder 'Type any words from the subfile title'.
- Notes:** Text input field with placeholder 'Type any words from the notes'.
- Department:** Text input field.
- RM Location:** Text input field.
- Dept Box:** Text input field.

Automated emails are now being sent to RLOs to notify them when boxes are awaiting review.

From the search page you can see what records are due for review. To begin the process click “Review”:



The screenshot shows a web browser window with a table of records. The table has columns for record ID, dates, department, staff member, title, number, codes, and status. Each row has a 'Review' button. A red arrow points to the 'Review' button in the first row.

Record ID	Start Date	End Date	Department	Staff Member	Title	Number	Codes	Status	Action
20000899	07 Jan 2016	31 Dec 2021	Computing Services Department	Andrea Barrett	Special Instructions Overtime - 1; ISFs - 2 A	14911	CSD023 - AB E.19 G.25	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2018	Computing Services Department	Andrea Barrett	Special Instructions Orange Orders - 1 July- D	14904	CSD024 - AB E.11	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2022	Computing Services Department	Andrea Barrett	Special Instructions Invoices - 1 Oct14- Jan 1	14874	CSD025 - AB E.10	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2021	Computing Services Department	Andrea Barrett	Special Instructions Orange Orders - 1 Aug 11-	14966	CSD026 - AB E.11	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2021	Computing Services Department	Andrea Barrett	Special Instructions Telecoms Invoices - 1; Te	14873	CSD027 - AB E.17 E.18 E.10	Nothing issued	Review
20000958	07 Apr 2016	31 Dec 2018	Computing Services Department	Ken Allen / Amanda Partyn	Registration Forms A-K Au	13600	HD56 J.8	Nothing issued	Review
20000958	07 Apr 2016	31 Dec 2018	Computing Services Department	Ken Allen / Amanda Partyn	Registration Forms L-Z Au	2780	HD57 J.8	Nothing issued	Review
20000958	07 Apr 2016	31 Dec 2021	Computing Services Department	Ken Allen / Amanda Partyn	Registration Forms A-Z Ja	17188	HD58 J.8	Nothing issued	Review
20000958	07 Apr 2016	31 Dec 2023	Computing Services Department	Ken Allen / Amanda Partyn	Registration Forms A-Z Ja	13583	HD59 J.8	Nothing issued	Review
20000958	07 Apr 2016	31 Dec 2022	Computing Services Department	Ken Allen / Amanda Partyn	CIS Registration Forms (B	11648	HD60 J.8	Nothing issued	Review
20000970	19 May 2016	31 Dec 2021	Computing Services Department	George Morrell	Special Instructions Credit Cards Statement MB	13596	CSD28 E.17	Nothing issued	Review
20001229	22 Feb 2018	31 Dec 2022	Computing Services Department	Emma Cummings	ISF 2014, Invoices Jan -	8854	CSD/14/15 Box 1 E.19 E.10	Nothing issued	Review
20001229	22 Feb 2018	31 Dec 2022	Computing Services Department	Emma Cummings	Purchase orders 2014 and	17917	CSD/14/15 Box 2 E.11	Nothing issued	Review
20001229	22 Feb 2018	31 Dec 2023	Computing Services Department	Emma Cummings	Invoices 2014, Orders 201	11276	CSD/14/15 Box 3 G.25a E.10	Nothing issued	Review
20001229	22 Feb 2018	31 Dec 2023	Computing Services Department	Emma Cummings	Invoices 2015 & 2016, Pur	5029	CSD/14/15 Box 4 E.10 E.11	Nothing issued	Review
20001229	22 Feb 2018	31 Dec 2024	Computing Services Department	Emma Cummings	Orders and invoices 2016	10256	CSD/14/15 Box 5 E.10	Nothing issued	Review
20001289	07 Aug 2018	31 Jul 2023	Computing Services Department	Michelle Alexander	MA student files graduate	30001	1 O	Nothing issued	Review
20001289	07 Aug 2018	31 Jul 2019	Computing Services Department	Michelle Alexander	Exam scripts - second yea	30002	2 O.22	Nothing issued	Review
20001289	07 Aug 2018	31 Mar 2024	Computing Services Department	Michelle Alexander	Financial records - invol	30003	3 E.10	Nothing issued	Review
20001289	07 Aug 2018	31 May 2023	Computing Services Department	Michelle Alexander	Research project - consen	30004	4 M.15	Nothing issued	Review
20001289	07 Aug 2018	31 Dec 2023	Computing Services Department	Michelle Alexander	Staff files - leavers 201	30005	5 G.24	Nothing issued	Review

Showing 51 to 76 of 76 entries

Previous 1 2 Next

This window will open. Use the drop-down menu to indicate which action you wish to take, and click ‘Submit’ once complete:

Review this box (Financial records - invoices - Jan 2016 - Mar 2017)

Please indicate whether these files can now be destroyed or should be reviewed at a future date. If you request destruction, an email notification will be sent to the Records Management office.

Action

Please give further details in the Notes field of the record period of these files.

Current Review Date (optional)

New Review Date

Enter a month and year - review dates default to the last day of the selected month. If your review should take place on any other date, please record this in the Notes.

Date Created Created By Notes

There are no review notes logged against this box.

Notes

Please enter a note to confirm your decision.

Cancel Submit

- If you select “Review”, you’ll have to enter the “New Review Date” (i.e. the new date you want the records kept until). Use the Notes field to state your reasons:
- If you choose to have the records returned to the department or if you choose to offer them to University Archives, you will have to enter your confirmation in the Notes field.
Please note: only select ‘return to dept’ if you want the box to be permanently returned to department. If you only want them to be returned temporarily, please request an issue (see section 6.)
- You can refer the review decision to this member of staff. Select “Refer for Decision”, then use the drop-down menu to select their name and department. You can use the Notes field to send them a message about the referral.
- If you approve the destruction of the records in line with the suggested retention period stated in the Retention Schedule, select “Destroy”. In this case, the Notes field will be filled automatically but you can add further information if required, for example you should reference the email from the department giving authority to dispose of the records.

Once submitted the box will now disappear from the boxes due for review screen (once refreshed). It will now appear under the filters 'Due for, or currently undergoing review':

The screenshot shows the 'Records Management Boxes' search results page. The search criteria are: Class: ALL, Departments: CL, Records Management Departments: ALL. The status filter is set to 'Reviewed boxes, not yet checked by Records Management Manager'. Below the filter is a table of 12 records, each with a 'Review' button.

Consign	Received Date	Action Date	Department	Contact	Title	RM Location	Dept Box	Class	Status	
20000838	20 Aug 2015	31 Dec 2021	Computing Services Department	Michelle Burns	Account statements 2004.	10130	CSD018 – MB	E 20 E 11 E 10	Nothing issued	Review
20000838	20 Aug 2015	31 Dec 2019	Computing Services Department	Michelle Burns	Purchase orders Feb 12 to	10346	CSD019 – MB	E 19 E 11	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2022	Computing Services Department	Andrea Barrett	Purchase Orders - 1 Sept1 <i>Special Instructions</i>	16145	CSD020 – AB	E 11 E 10	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2021	Computing Services Department	Andrea Barrett	Various Contracts - 1 <i>Special Instructions</i>	14875	CSD021 – AB	I 10	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2022	Computing Services Department	Andrea Barrett	Invoices - 1 Aug 14, Invo <i>Special Instructions</i>	14826	CSD022 – AB	E 10	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2021	Computing Services Department	Andrea Barrett	Overtime – 1, ISFs – 2 A <i>Special Instructions</i>	14911	CSD023 – AB	E 19 G 25	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2018	Computing Services Department	Andrea Barrett	Orange Orders – 1 July- D <i>Special Instructions</i>	14904	CSD024 – AB	E 11	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2022	Computing Services Department	Andrea Barrett	Invoices – 1 Oct14- Jan 1 <i>Special Instructions</i>	14874	CSD025 – AB	E 10	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2021	Computing Services Department	Andrea Barrett	Orange Orders – 1 Aug 11- <i>Special Instructions</i>	14966	CSD026 – AB	E 11	Nothing issued	Review
20000899	07 Jan 2016	31 Dec 2021	Computing Services Department	Andrea Barrett	Telecoms Invoices – 1, Te <i>Special Instructions</i>	14873	CSD027 – AB	E 17 E 18 E 10	Nothing issued	Review

9) MULTIPLE REVIEWS

To review more than one box at once (if they are the same information to be added, for example a series of the same type of records with the same action and approval information) tick the checkboxes on the right hand side of the screen:

20000899	07 Jan 2016	31 Dec 2022	Computing Services Department	Andrea Barrett	Invoices - 1 Oct14- Jan 1 Special Instructions	14874	CSD025 - AB	E. 10	Nothing issued	<input type="checkbox"/>	Review
20000899	07 Jan 2016	31 Dec 2021	Computing Services Department	Andrea Barrett	Orange Orders - 1 Aug 11- Special Instructions	14966	CSD026 - AB	E. 11	Nothing issued	<input type="checkbox"/>	Review
20000899	07 Jan 2016	31 Dec 2021	Computing Services Department	Andrea Barrett	Telecoms Invoices - 1; Te Special Instructions	14873	CSD027 - AB	E.17 E.18 E.10	Nothing issued	<input type="checkbox"/>	Review
20000958	07 Apr 2016	31 Dec 2018	Computing Services Department	Ken Allen / Amanda Partyn	Registration Forms A-K Au	13600	HD56	J.8	Nothing issued	<input type="checkbox"/>	Review
20000958	07 Apr 2016	31 Dec 2018	Computing Services Department	Ken Allen / Amanda Partyn	Registration Forms L-Z Au	2780	HD57	J.8	Nothing issued	<input type="checkbox"/>	Review
20000958	07 Apr 2016	31 Dec 2021	Computing Services Department	Ken Allen / Amanda Partyn	Registration Forms A-Z Ja	17188	HD58	J.8	Nothing issued	<input type="checkbox"/>	Review
20000958	07 Apr 2016	31 Dec 2023	Computing Services Department	Ken Allen / Amanda Partyn	Registration Forms A-Z Ja	13583	HD59	J.8	Nothing issued	<input type="checkbox"/>	Review
20000958	07 Apr 2016	31 Dec 2022	Computing Services Department	Ken Allen / Amanda Partyn	CIS Registration Forms (B)	11648	HD60	J.8	Nothing issued	<input type="checkbox"/>	Review
20000970	19 May 2016	31 Dec 2021	Computing Services Department	George Morrell	Credit Cards Statement MB Special Instructions	13596	CSD28	E.17	Nothing issued	<input type="checkbox"/>	Review
20001229	22 Feb 2018	31 Dec 2022	Computing Services Department	Emma Cummings	ISF 2014, Invoices Jan -	8854	CSD14/15 Box 1	E.19 E.10	Nothing issued	<input type="checkbox"/>	Review
20001229	22 Feb 2018	31 Dec 2022	Computing Services Department	Emma Cummings	Purchase orders 2014 and	17917	CSD14/15 Box 2	E.11	Nothing issued	<input type="checkbox"/>	Review
20001229	22 Feb 2018	31 Dec 2023	Computing Services Department	Emma Cummings	Invoices 2014, Orders 201	11276	CSD14/15 Box 3	G.25a E.10	Nothing issued	<input checked="" type="checkbox"/>	Review
20001229	22 Feb 2018	31 Dec 2023	Computing Services Department	Emma Cummings	Invoices 2015 & 2016, Pur	5029	CSD14/15 Box 4	E.10 E.11	Nothing issued	<input type="checkbox"/>	Review
20001229	22 Feb 2018	31 Dec 2024	Computing Services Department	Emma Cummings	Orders and Invoices 2016	10256	CSD14/15 Box 5	E.10	Nothing issued	<input type="checkbox"/>	Review
20001289	07 Aug 2018	31 Jul 2023	Computing Services Department	Michelle Alexander	MA student files graduate	30001	1	O	Nothing issued	<input type="checkbox"/>	Review
20001289	07 Aug 2018	31 Jul 2019	Computing Services Department	Michelle Alexander	Exam scripts - second yea	30002	2	O.22	Nothing issued	<input type="checkbox"/>	Review

Then go to the top of the screen and press the 'Review Selected Boxes' button:

The screenshot shows the 'Records Management Boxes' interface. At the top, there are search criteria: 'Class: ALL; Departments: CL; Records Management Departments: ALL'. Below this, there are filters for 'Status' (set to 'All current boxes (includes Issued boxes and files)') and 'Department' (set to 'CL Computing Services Department'). A note states: 'After changing Status or Department, please press "Refresh results" to update the list.' There are three buttons: 'Refresh Results', 'Review Selected Boxes' (highlighted with a red arrow), and 'Change Department on Selected Boxes'. Below the buttons, there is a 'Show 50 entries' dropdown and 'Copy', 'Excel', and 'Print' buttons. The main table lists records with columns: Consign, Received Date, Action Date, Department, Contact, Title, RM Location, Dept Box, Class, Status, and a 'Review' button for each row. The 'Review Selected Boxes' button is highlighted with a red arrow.

