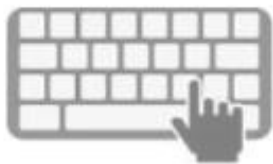


How do I manage records?

This section breaks Records Management down into four sections. Please note that all the guidance referred in this part of the module is available on the Records Management pages of the Council website or by clicking [here](#).

Select the pictures in turn to find out more. When you have finished, select Next to continue.



Storage

Records should be stored within a clear structure on a shared network or within a centralised filing system. This ensures that departments can operate efficiently when individual employees are absent.

Electronic Records Management systems must always be configured to ensure that records functionality is used.

East Renfrewshire Council has established a corporate records store at Williamwood High School. The facility is managed by the Council's Records Manager, and is for use by all departments of the Council.

For further guidance please see:

- [Records store guidance](#)
- [Managing your files](#)