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## USER GUIDE 17

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## Records Management

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### Contacting Us:

The Records Management Service which is part of the West Yorkshire Archive Service is happy to provide further details and answer enquiries concerning any future storage of records.

Please contact us on:

[recordsmanagement@wyjs.org.uk](mailto:recordsmanagement@wyjs.org.uk)

Telephone: +4 (0)113 535 0156

Postal Address:

Records management Service  
West Yorkshire Archive Service  
Nepshaw Lane South  
Morley  
Leeds  
LS27 0QP



Records Management is a commercial service managed by a separate, specialist department of The West Yorkshire Archive Service.

Good records management is essential for any corporate body to function effectively. West Yorkshire Archive Service provides a confidential, professional and secure service to ensure the records created by your company are stored appropriately and returned to you efficiently when you require them back.

The Records Management Department keeps all its clients' records in a secure, environmentally monitored store and there are dedicated members of staff who are trained in the secure retrieval and storage of these records.

We also have professional Records Managers who can help advise you on the best way to store your records, and which records should be kept and for how long under various legislation applicable to records created by a corporation of any size.

This guide aims to answer some of the main questions potential Records Management clients may have about our service, but for a more detailed discussion please contact us with your details and we will be able to provide advice tailored to your specific requirements.

### **WHAT KIND OF RECORDS CAN BE STORED AT THE RECORDS MANAGEMENT SERVICE?**

We currently store mainly paper records and filing. However, it may be possible to store other material with us. Please contact us to discuss your specific requirements

[recordsmanagement@wyjs.org.uk](mailto:recordsmanagement@wyjs.org.uk)

### **IS THE RECORDS MANAGEMENT SERVICE FOR LONG TERM STORAGE ONLY?**

No. There is no minimum storage requirement. The content and type of records you wish to store in the Records Management Department will determine the length of time they need to be stored either legally or to conform to your company's record keeping policy.

Some records may need to be kept legally for a certain time period at which time they will come under review by you to decide whether you need to keep them further or have them confidentially destroyed if they are no longer required.

For further guidance on this please contact us:

[recordsmanagement@wyjs.org.uk](mailto:recordsmanagement@wyjs.org.uk)

Some records may have use beyond the legal time frame they are required to be kept. In these cases if the records have long term historic significance then it may be suggested that they get transferred to the West Yorkshire Archive Service for permanent preservation.

See our website for more detail on the type of records the West Yorkshire Archive Service will take in:

<http://www.wyjs.org.uk/archives>

### **DO WYAS ONLY WORK WITH LARGE ORGANISATIONS?**

No. We are happy to take records from any size of organisation and we currently have clients with under ten boxes in storage and others with hundreds, even thousands, of boxes in our care.

### **ARE SPECIALIST BOXES REQUIRED TO STORE FILES?**

We prefer that you use the boxes provided by us. This is because they are strong boxes that offer excellent protection to the records. Our shelves are also designed to fit our boxes in the most efficient way. As an incentive they are very competitively priced.

Our standard Records management boxes are 415mm x 335mm x 270mm

If you already have your files boxed up they may not need to be re-boxed. We aim to be as flexible as possible.

### **IS IT POSSIBLE TO VISIT THE RECORDS MANAGEMENT SITE?**

The security of our clients' records is our first priority so we would be unable to give a full tour of the whole Records Management site, but we would be more than happy to arrange a visit for you to come and give you an idea of the type of service and storage we can provide.

To arrange a visit email us at

[recordsmanagement@wyjs.org.uk](mailto:recordsmanagement@wyjs.org.uk)

### **CAN RECORDS BE DELIVERED AND COLLECTED?**

Yes. We have a dedicated member of staff who collects and delivers records on request. We try to be as flexible as possible regarding delivery times and we can provide urgent deliveries within 24 hours and standard deliveries usually within 2-3 working days.

When you deposit your records with us for the first time we will also collect these ourselves.

### **WHAT HAPPENS WHEN A RECORD REACHES THE END OF ITS RETENTION PERIOD AND NEEDS TO BE DESTROYED?**

We can set review dates with you for your records. Once they reach the end of the retention period and they are reviewed by

you, if you decide they are no longer needed we can arrange for the confidential destruction of your records. This service can also include certificates of destruction if you require them.

### **WE NEED SOME ADVICE ON MANAGING OUR RECORDS, CAN WYAS HELP?**

Yes. Our professional staff can offer advice on all aspects of information management and governance, tailored to the needs of your organisation

### **WHEN ARE CHARGES MADE?**

We usually invoice clients quarterly, but other arrangements can be made if required.