THE RECORDS JOURNEY IN UARM

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BAC CONFERENCE NOV 2015
“MAKE CLEANLINESS COMMONPLACE”
UNILEVER IS A GLOBAL COMPANY

EUROPE
- €13.2 BILLION TURNOVER
- 0.2% UNDERLYING VOLUME GROWTH
- 27% OF GROUP TURNOVER

THE AMERICAS
- €15.5 BILLION TURNOVER
- 0.7% UNDERLYING VOLUME GROWTH
- 32% OF GROUP TURNOVER

ASIA, AFRICA, CENTRAL & EASTERN EUROPE
- €19.7 BILLION TURNOVER
- 2.0% UNDERLYING VOLUME GROWTH
- 41% OF GROUP TURNOVER

2014 TURNOVER = €48.4 BN
WE MAKE MANY OF THE WORLD’S FAVOURITE BRANDS
OUR ROLE/PURPOSE

PRESERVE AND CONSERVE

MAINTAIN THE CORPORATE MEMORY OF UNILEVER

ENSURE COMPLIANCE WITH UNILEVER’S CODE POLICY

SAFEGUARD UNILEVER’S INTELLECTUAL PROPERTY

PROMOTE AND EDUCATE

SUPPORT BUSINESS

ENQUIRIES AND RESEARCH

SECURE, TEMPERATURE AND HUMIDITY CONTROLLED STORAGE
Records Journey

Create
Records are created, shared, and received.

Use
Records are regularly used who need to be kept close to hand.

Dispose
Records are no longer relevant to the business and are consequently destroyed.

Archive
Records are permanently preserved to secure the corporate memory.

Store
Records are retained in case often but are required to be kept for indication of business records. They can be stored off-site for space efficiency.

Review
Records are no longer required for current business needs. They are assessed for any historical value.
Operations
Business Partnering
UARM RECORDS LIFECYCLE

- Retention
- Review
- ACD
- Appraisal
- Box Listing
- Archives

Records Management
PROMOTION AND EDUCATION
BETTER TOGETHER

Archives

Records Management
GO FROM STRENGTH TO STRENGTH WITH THE ‘A TEAM’