



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS


OFFICE OF THE CAMPUS REGISTRAR

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ADVISORY

TO: Global Campus Community

FROM: Campus Registrar 

DATE: May 20, 2024

RE: PROTECTION OF RECORDS

As we enter the hurricane season, please be advised that the protection of records should be specifically included as part of the preparations undertaken by departments and Sites for the passage of storms, hurricanes, or other severe weather systems.

In this regard, steps should be taken to ensure that records are **not kept** in areas with leaks; directly on floors, or in other areas which make them susceptible to damage during or after a hurricane or storm. Records and documents should also be habitually cleared from desks when not in use and placed in designated cabinets, drawers, vaults, or other storage equipment, which will provide additional protection from the elements during severe weather.

Staff members requiring further guidance should contact Miss Paula Alleyne, Campus Records Manager (Ag) in the Records and Information Management Unit at paula.alleyne@open.uwi.edu.