



This section is presented for guidance only; the full and formal wording of general policies may be obtained from the University of Canterbury Policy Library (www.canterbury.ac.nz/ucpolicy). Students and staff should check the website regularly for updates.



1. The first part of the text discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability, particularly in financial reporting and auditing. The text also mentions that proper record-keeping helps in identifying trends and anomalies, which can be useful for decision-making and risk management.

2. The second part of the text focuses on the role of technology in modern record-keeping. It highlights how digital tools and software solutions have revolutionized the way data is stored, accessed, and analyzed. The text notes that these technologies not only improve efficiency but also enhance the security and integrity of the records. It also touches upon the challenges associated with digital records, such as data migration and long-term storage, and suggests strategies to address these issues.



