Evenwood & Barony Parish Council

Records Management Policy and Strategy

Policy

The Council's *Records Management Policy* is:

- To establish across the Council effective, efficient and economic records management practice for paper and electronic records and, where practicable, to standardise this across the Council to maximise the capabilities and efficiency of the information resource of the Council.
- To manage records in accordance with current information access legislation (Data Protection and Freedom of Information).
- To afford records storage conditions and protective measures appropriate to their significance (both long and short term), their allocated retention periods and legislative requirements.

The Policy forms an important component of a planned Council-wide information management framework for the Council which will bring together document management, records management, content management, knowledge management, information management and data management.

Strategy

We will fulfil the Policy through implementation of a Strategy which has the following objectives:

- To develop and deliver staff training on records management.
- To develop and disseminate policy and guidance for the development of effective, efficient and economic records management systems.
- To co-ordinate and support the records management activities
- To implement a formal project

  - Identifying and sorting existing records and information.
  - Identifying how long to keep records and then what to do with them.
  - Identifying and preparing records for permanent preservation in the Council Archives.
  - Destroying records (where appropriate).
  - Managing current paper and electronic records.
  - Information security.
  - Managing vital records.
  - Preparing closed records for storage.
  - Complying with the Data Protection Act 1998 and Freedom of Information Act 2000.

Responsibilities

The Council has a corporate responsibility to maintain its records and recordkeeping systems in accordance with the regulatory environment. The senior manager with overall responsibility is the Chief Operating Officer.

The Council's Information Governance Manager is responsible for developing policy and guidance and promoting compliance with it.

Records Contacts are asked to lead the development and maintenance of effective, efficient and economic records management in their teams in liaison with the Council's Information Governance Manager.

All staff are responsible for ensuring that Council records they create or receive are managed in line with Council policy and guidance. Staff must involve the Council's Information Governance Manager prior to the development of any new systems impacting upon the management of records in the Council.

Monitoring and Review of Strategy

Records management policy and procedure will be brought to Council for approval, as appropriate.

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