



Records Management Policy

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Author	Records Management Project Officer
Owner	Chief Officer - Legal & Procurement
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1.2	Included principle re. electronic records	CMG	2/6/17

Introduction

East Renfrewshire has to derive maximum value from our information assets. Our records are an essential resource, and provide evidence of the rights and responsibilities of the Council and of our citizens.

Good records management ensures efficiency in the creation, storage and use of information. It allows the maximisation of corporate knowledge while maintaining appropriate security. It ensures that information can be retrieved and used when it is required, and that it is accurate, authentic and reliable. Proper management also means that records are retained only as long as they are required but that information of a long-term archival value is kept as the permanent corporate memory of the Council.

This policy is the top level management document for records management in East Renfrewshire Council. It applies to all recorded information - regardless of format – relating to the Council's actions and transactions during its business activities.

This policy applies to all staff, and all staff have a responsibility to manage our records from creation to disposal.

The Council is also developing a range of policies, procedures and guidance relating to the details and practicalities of records management.

Benefits of Records Management

Good quality records and information management will benefit the Council by:

- Delivering best value by encouraging efficiently in the accuracy, storage and retrieval of information
- Ensuring adherence to statutory obligations, including those established by the Public Records (Scotland) Act, the Data Protection Act 1998 and the Freedom of Information (Scotland) Act 2002

- Demonstrating evidence of accountability and information about the Council's decisions and activities
- Supporting the delivery of efficient and effective frontline services by providing appropriate access to full and accurate records
- Saving of physical and virtual space through the reduction of duplication and timely destruction of obsolete information.
- Ensuring the identification and survival of records for permanent preservation as part of the Council's corporate memory

Principles of Records Management

- Information is a vital corporate resource.
- Records belong to the Council – not to individual officers or departments.
- Every member of staff has responsibilities to manage the records that they deal with.
- Records should be held in a properly managed system.
- Records should be reliable, accurate, up-to-date and fit for purpose.
- Records should remain accessible for the lifetime of their retention.
- Personal, sensitive or confidential information should be appropriately managed.
- Records will be disposed of in accordance with the Council's Records Retention Schedule.
- Good records practice should be applied to information in ALL media – conventional AND electronic.