

PUBLIC RECORDS (SCOTLAND) ACT 2011

Consideration was given to a report by the Chief Officer, Legal and Procurement which proposed a path towards compliance with the Public Records (Scotland) Act 2011 and in particular to assign responsibilities and define actions in this matter.

Craig Geddes took the CMT through the report advising that the Public Records (Scotland) Act 2011 required named authorities to submit a Records Management Plan for approval of the Keeper of the Records of Scotland. He explained the benefits of the policy statement and highlighted the link to the information as an asset strategy.

Lorraine emphasised that documents and data belonging to the Council should be stored properly and not filed on personal systems and asked that all employees be reminded of this requirement.

Following discussion, the CMT:-

- noted the contents of the report;
- nominated Lorraine the defined officer to oversee the adoption of the Records Management Plan;
- identified Craig Geddes as the officer who will have the continuing responsibility for the practical implementation of the Plan;
- agreed to the Records Management Policy which was attached as an appendix to the report;
- agreed that each Director appoints an officer or officers to a short-life records management working group; and
- agreed to demit to the Gerry Mahon, after consultation appropriate to each case, the authority to establish or amend policies and procedures required to facilitate the successful submission of the Records Management Plan.