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What will we cover?

- What is a record?
- Why do we need records?
- Why do records need to be managed?
- What are your responsibilities?
- Creating and capturing records
- Where should you keep records?
- Can you destroy records?
- When should records have restricted access?
- Where can you get help?

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What is a record?

All information you create, send and receive in the course of carrying out your job is potentially a record.

Records exist in various formats including:

- email
- Channel posts in Teams
- information in business systems
- Letters, reports, presentations, policies
- photographs and images

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Why do we need records?

Vital council asset

- Evidence of decisions and actions
- Proof of compliance and performance
- Evidence in court cases
- Preserve corporate memory for future
- Support day to day working
 - making and keeping records makes it easier to find, use and shared information
- Good business practice
- Efficiency
- Protection of rights and entitlements

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Records, legislation and accountability

Accountable and transparent government, including:

- Freedom of Information (Scotland) Act & EIRS
- Public Records (Scotland) Act

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Records created and received as part of council working are a vital council asset.

They provide evidence of decisions, actions and transactions.

They help the Council to be open and accountable and provide of proof of its compliance with legislation and regulation.

They document the Council's performance against external standards and targets and internal policy and procedure.

They are vital to successful outcomes in litigation, whether as defendant or prosecutor.

They provide long term corporate memory for future generations

Finally they support day-to-day working and decision making and provide valuable data for business development and improvement.