



## **Records Management Policy**

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## **1. INTRODUCTION**

As a public authority we are required by law to manage our records properly. Legislation such as the Data Protection Act 1998 and Freedom of Information Act 2000 set out specific requirements in relation to the creation and management of records. Maintaining appropriate and effective records management practices will help us to deliver and meet our statutory duties.

The Policy aims to ensure that all workers are aware of what they must do to manage records in an effective and efficient way.

## **2. COVERAGE OF POLICY**

This Policy applies to all Halton Borough Council employees, agency workers, external contractors, casual workers, volunteers, elected Members and those working on secondment (referred to in this Policy as “worker”).

## **3. DEFINITION**

Records management is defined by the Information and Records Management Society as 'the process by which an organisation manages all the elements of records whether externally or internally generated and in any format or media type, from their inception/receipt, all the way through to their disposal'.

Records are those documents, in whatever format, (eg in paper, electronic, microfiche, film), which have to be kept to act as evidence of the work we do on behalf of the people of Halton. A record can be defined as a document which is no longer a working document, eg a published policy.

## **4. SCOPE**

This Policy applies to all records created or managed by the Council, their classification, retention and disposal. This includes records generated by Members and those created for use in partnerships.

The Policy applies to the management of records, in all technical or physical formats, created or received by the Council in the conduct of its business.

This Policy does not cover school records.

## **5. POLICY STATEMENT**

Halton Borough Council aims to:

- Audit and monitor our records and record storage arrangements
- Comply with the classification scheme and retention/disposal schedules
- Specify and install relevant management systems, including arrangements for keeping records accurate and up to date
- Ensure information on authority-related business is recorded on the authority's record keeping systems
- Ensure that we comply with relevant legislation and regulations
- Provide appropriate training and procedural guidance to all workers

## **6. RESPONSIBILITIES**

The Council has a responsibility for ensuring that records are managed well. All workers have different responsibilities in relation to records management and these are listed below.

### Operational Directors

Ensure their departments have local procedures and guidance in place that comply with Records Management Policy and procedures.

### Records Management Unit (RMU)

- Act as the custodian of all records in paper and electronic format.
- Create, maintain, and develop record systems which support the aims of this policy.
- Capture and manage all records throughout their lifecycle.
- Implement all supporting processes and procedures associated with the use of records, which ensures accessibility of records to authorised requestors, and the security of records via electronic item tracking and request history
- Provide a corporate scanning service for the digitisation of records

### Information Management Group (Service Improvement, ICT Services)

Consider and approve any changes to this Policy and any records management procedures.

### Information Governance Team (Service Improvement, ICT Services)

Ensure the Records Management Policy is kept up to date  
Raise staff awareness of records management  
Provide advice and guidance to service areas  
Develop and maintain records retention schedules  
Monitor compliance with the Record Management Policy and procedures  
Report to the Information Management Group on records management matters

### All Workers

All workers who receive, create, maintain or delete records are responsible for ensuring that they do so in accordance with the Records Management Policy and supporting policies and procedures.

## **7. SUPPORTING DOCUMENTATION**

Information Management Framework  
Records Retention Policy  
Freedom of Information Policy  
Data Protection Policy  
Information Classification Policy  
Information Security Policy