

Records Management Policy



Records Management Policy

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Records Management Policy

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1. Introduction

The underlying principle of records management is to ensure that a record is managed through its life cycle from creation or receipt, through maintenance and use to final disposal.

Good records management depends on:

- The creation of appropriate records
- The capture of records (received or created) in records keeping systems
- The maintenance and up-keep of these records
- Regular review of information
- Controlled retention of information
- Controlled destruction of information

Through adherence to these principles we will benefit from:

- Records being easily and efficiently located, accessed and retrieved
- Information being properly protected and securely stored
- Records being disposed of correctly and at the right time

As a public authority we are legally required by the Public Records Scotland Act 2011 to manage our records properly. Additional legislation including the Data Protection Act 1998 and the Freedom of Information (Scotland) Act 2002 set out specific requirements in relation to the creation and management of records.

This policy is supported by a Business Classification Scheme and Record Retention Schedule which set out the practical requirements for effective management of our records. Both the classification scheme and the retention schedule are located on the internal Park Central intranet, and can be accessed via the Governance section of 'Policies Procedures and Guidance'.

The Business Classification Scheme reflects the folder structure on the Park Authority's shared 'R' drive where electronic records are filed.

The Record Retention Schedule documents the length of time that records should be retained and when they should be destroyed in order to comply with legal and regulatory requirements.

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2. Policy Statement

Our records provide evidence of the business, actions, decisions and resulting policies formed by the Park Authority. Records represent a vital asset, which support our daily business activities and protect the interests and rights of staff, and members of the public who have dealings with us. Effective record keeping supports efficiency, consistency and continuity of work and enables us to deliver and facilitate a wide range of services. It ensures that the correct information is captured, stored and maintained and means that records can be retrieved and destroyed or preserved in accordance with business need, statutory and legislative requirements.

Records management is an essential part of enabling the Park Authority to achieve priority outcomes that reflect what is most important to the people and communities of the National Park as set out in our Corporate Plan. We will create and manage records efficiently, make them accessible where possible, protect and store them securely and dispose of them safely at the right time. To support this policy we will ensure that all staff receive appropriate records management training.

This policy will enable us to:

- Create and retain authentic, reliable and useable records
- Support policy-making and service delivery work
- Document our decisions and activities
- Reduce the volume of records held (both paper and electronic)
- Reduce storage costs and support the process of electronic records management
- Enable efficient, accurate and complete retrieval of information
- Comply with legal requirements
- Dispose appropriately of records that are no longer required

3. Defining what is a record

This policy, together with the associated business classification scheme and retention schedule, applies to the management of records, in all technical or physical formats or media, created or received by the Park Authority in the conduct of its business activities.

Examples of items that constitute records include but are not limited to:

- Documents (including written and typed documents and annotated copies)
- Computer files (including word processor files, databases, spreadsheets and presentations)
- Paper based files
- Electronic mail messages
- Photographs
- Leaflets/flyers
- Reports
- Intranet and internet web pages

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4. Who does this policy apply to?

This policy applies to all employees of the Park Authority (both permanent and temporary), Board Members, contractors, consultants and seondees who have access to our records, wherever these records may be located, regardless of their format. The policy aims to ensure that we are all aware of what we must do to manage records in an effective and efficient way.

In addition, the following roles have specific responsibility for embedding and ensuring compliance with our Records Management policy.

Director of Corporate Services – overall strategic accountability for records management within the Park Authority.

Executive Team – overall responsibility for ensuring records management practices are implemented and adopted by all staff, and associated third parties, across all record keeping systems. They are also responsible for approving changes to the Records Retention Schedules relating to business functions and activities.

Operational Managers – ensure that employees understand their responsibilities for record keeping, are appropriately trained in managing records and implement the procedures for maintaining records in accordance with this policy and associated guidance. In addition, they are also responsible for ensuring that record keeping procedures within their teams comply with this policy and corporate records management standards and guidance.

Board Members – acting in their capacity as members of the Park Authority, Board members are subject to the same corporate responsibilities as employees for the management of records.

Information Officer – creating, maintaining and implementing records management standards, procedures and guidance. In addition, the Governance Manager will provide support to service areas on the development of corporate and local records management practice.

5. Why do we need to manage records?

Maintaining appropriate and effective records management practices will help us to deliver and meet our statutory duties and support overall strategic objectives. By adopting this policy we aim to ensure that every record we have, whatever form it takes, is accurate, reliable, ordered, complete, useful, up to date and accessible whenever it is needed to:

- Help us carry out our business
- Help us to make informed decisions
- Protect the rights of employees, regulated entities and the public

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- Track policy changes and development
- Make sure we comply with relevant legislation
- Provide an audit trail to meet business, regulatory and legal requirements
- Support continuity and consistency in management and administration
- Make sure we are open, transparent and responsive
- Promote our achievements

Managing our records from creation or receipt until final disposal will ensure that we are managing our work efficiently and effectively.

6. Policy Review

This Policy will be reviewed on a regular basis by the Information Officer to make sure that its aims are being achieved.

9. Equality and Diversity Impact Assessment

An initial screening process was carried out and no discriminatory effects were identified for any particular group within the workforce. This will be monitored on an ongoing basis.

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Document Control Sheet

Title	Records Management Policy
Prepared By	Allyson Blue
Approved By	Jaki Carnegie
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Approvals: This document requires the following signed approvals.

Name/Title	Date	Version
Jaki Carnegie	2014/03/28	V0_1
Jaki Carnegie	2017/02/01	V2_0

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