

## Records Management Policy

### 1. Introduction

- a. The purpose of this policy is to maximise the effectiveness of Nottinghamshire County Council by managing information and records as a strategic corporate resource.
- b. The Council seeks to manage the creation, capture, storage, retrieval and disposal of all records created or received by the Council by the development and implementation of a records management programme across the organisation
- c. A record is any recorded information in any format or media that the Council creates, captures, collects, receives and/or uses to initiate, conduct and/or complete a Council process or activity.

### 2. Records are a corporate resource

- a.
- b. Records are corporate resources owned by Nottinghamshire County Council,
- c. Management of records is critical to the success of the organisation.

### 3. Responsibilities

All Members and Officers are responsible for records and for their upkeep. In particular the Chief Executive is the Council's "Information Champion" and every manager is an "information steward" and in conjunction with a Records Management Steering Group is responsible for:

- a. Implementing and ensuring compliance with this policy
- b. Establishing objectives and action plans to implement the policy and monitor progress
- c. Assuring the integrity of records created and maintained
- d. Authorising access to stored records
- e. Communicating this policy and providing education and training in information, document and records management principles to employees

#### **4. Regulations and Standards**

- a. Records will be created and managed to allow the Council to comply with current legislation (including the Data Protection Act 1998 and the Freedom of Information Act 2000) and business regulations
- b. Information will be managed in line with international standards and best practice, including ISO15489

#### **5. Accessibility**

- a. All records will be accessible (subject to security) to facilitate quick retrieval (thus aiding compliance with requests under the Freedom of Information Act 2000)
- b. All records will be named consistently in line with corporate guidelines (to be developed)
- c. All staff are responsible for security markings where applicable (such as “restricted” or “confidential”)

#### **6. Vital Records**

- a. Vital records are records that in the event of a disaster are essential to maintain business continuity (for example original copies of signed contracts) and will be identified and managed appropriately

#### **7. Disposal**

- a. All records are to be disposed of in accordance with the Records Management Society’s *Retention Guidelines for Local Authorities*. However ratified internally produced retention schedules take precedence wherever they exist.

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