



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 / General Data Protection Regulations 2018 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 collective term for the procedures by which an organisation manages, controls and uses its information assets. It covers information and records in all media and relates to how information is gathered, processed, stored, accessed, used, shared and, ultimately, when and how it is either permanently preserved or destroyed’.

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.

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 identified for archiving.
- 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 (Compliance and Data Management, ICT Services)

Consider and approve any changes to this Policy and any records management procedures.
Report to the Council's Senior Information Risk Owner

Information Governance Service (Compliance and Data Management, 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