

Records Management Policy

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Change History

Version	Date	Description	Change ID
1	30/09/05	Original records retention schedule, V1, service specific (no Policy)	
2	15/08/06	Revised records retention schedule V2 including Policy statement	
3			



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1. Purpose

- 1.1 The purpose of this policy is to support West Berkshire Council's officers to manage records in accordance with best practice and to ensure the Council's organisational compliance with legislation and regulatory obligations.
- 1.2 This policy applies to all records of West Berkshire Council, regardless of the medium (including paper, microform, electronic and audio-visual) which are created, collected, processed, used, stored and/or disposed of by the council's employees, partners and agents in the course of the council's statutory activities.
- 1.3 The Records Management Policy has been approved by Individual Executive Member Decision on [date].

2. Applicability

- 2.1 This Policy applies to:
 - 2.1.1 All non-school based employees working for the Council, including those working from home or at non-Council locations.
 - 2.1.2 Other persons including Elected Members, Consultants, Agency staff and Contractors working for the Council, external organisations working with the Council, whilst engaged on Council business .
- 2.2 It is the responsibility of each employee and other person mentioned in Section 2.1.2 to familiarise themselves with and adhere to this Policy.
- 2.3 Adherence to this Policy is a condition of working for the council or using its assets.
- 2.4 This document is published separately on the Council's website www.westberks.gov.uk/recordsmanagement
- 2.5 This Policy has had consultation with Heads of Service and Trade Unions and has been ratified by Individual Executive Member Decision.

3. Policy

- 3.1 It is the Policy of the Council to ensure that :
- 3.2 All records created and retained are authentic and reliable, providing accurate evidential and accountable content on the Council's decisions and activities.
- 3.3 All records created are accessible to the authorised users and the information contained therein is accessible on request to the public unless the content is exempt under legislation.
- 3.4 All records are maintained in a format which facilitates auditing and other legal processes.

- 3.5 All records created or obtained are stored securely, and protected against loss or damage which would impact upon the proper and effective conduct of the authority.
- 3.6 Any records which are no longer required, which are duplicated or superseded, are disposed of appropriately, including confidential records in any format, and electronic records.
- 3.7 Any records which must be archived and retained are retained in an appropriate format and an appropriate and secure location, and are indexed, and readily accessible if required.
- 3.8 Appropriate business contingency provisions are made to ensure the continuance of vital Council services during an emergency.
- 3.9 The authority fulfils its legal and statutory requirements and complies with regulatory provisions on records management such as the S46 Code of Practice.
- 3.10 The needs of the council's stakeholders, including the public, the partnerships to which it is contracted or with which it co-operates, its employees, and the National Archives and other record repositories, are fully met.

4. Implementation

- 4.1 This Policy will be supported and implemented by the development and publication of Standards (requirements), Procedures (how to) and Guidance (advice) as required.

5. Roles and Responsibilities

- 5.1 The overall responsibility for records management within the Council rests with the Head of Strategic Support.
- 5.2 The responsibility for day-to-day oversight of records management throughout West Berkshire Council rests with the Scrutiny and Partnership Manager and the Information Management Officer, Strategic Support, they are also responsible for maintaining this Policy, for reviewing related procedures and for providing advice and guidance on their implementation.
- 5.3 All managers are directly responsible for implementing this Policy and any sub policies and procedures within their service areas, and for the adherence of their staff and others (2.1.2).
- 5.4 All personnel detailed at 2.1.1 and 2.1.2 have an individual responsibility to adhere to this Policy and any relevant Standards and/or Procedures.

6. Failure to comply with WBC Records Management Policy

- 6.1 This document provides staff and others with essential information regarding records management and sets out conditions to be followed. It is the responsibility of all to whom this Policy document applies to adhere to these conditions. Failure to do so may result in:

- withdrawal of access to relevant services

- informal disciplinary processes
- formal disciplinary action (in accordance with Council's Disciplinary Procedure)

6.2 Additionally if, after internal investigation, a criminal offence is suspected (for example under the Data Protection Act), the Council may contact the police or other appropriate enforcement authority to investigate whether a criminal offence has been committed.

7. **Review**

7.1 This policy will be reviewed to respond to any changes and at least every two years.

7.2 The Service responsible for reviewing and maintaining this Policy is Strategic Support.

Glossary

In this document a **Record** refers to any information held within any format which is intended to be retained for a business purpose either for statutory or best practice reasons.

Other Relevant Documentation

Record Retention Schedule (under revision)

Records Management Procedures (under revision)

Secure (Encrypted) Email Guidance

Security Policy

Standard - Protective Marking

Procedure – Security of Hardcopy Documents outside WBC offices

Security Procedures for the Move of Documents During Office Moves

Office and Workstation Safekeeping Standard