

Records Management Policy

Records consist of information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. They become the 'Corporate Memory'. The policy is applicable to all UK SBS employees, including permanent, fixed term and temporary employees, agency staff and contractors. We will ensure that:

- Records are available;
- Records can be interpreted;
- Records can be trusted;
- Records can be maintained through time;
- Records are secure;
- Records are retained and disposed of appropriately; and
- Employees are trained.

We will implement processes to ensure compliance with the obligations and standards set out in:

- The Public Records Act 1958;
- Lord Chancellor Code of Practice;
- The Data Protection Act 1998;
- The Freedom of Information Act 2000;
- Environmental Information Regulations 2004; and
- BSI DISC PD0008 Code of Practice for legal Admissibility and Evidential Weight of Information stored Electronically

In order to achieve compliance with the standards, a set of disposal schedules detailing the specific legal, regulatory and business needs for the retention of records for each directorate will be maintained and followed. The disposal schedules will include:

- What records are held;
- What records to keep;
- Where to keep them;
- Who should keep them; and
- When to keep them.

The Executive Director (ED) is the Data Controller. The Corporate Services Director is the Senior Information Risk Owner (SIRO) and acts on behalf of the ED in overseeing all Records Management arrangements, including the development and implementation of relevant policies. The ED and SIRO are supported by the Senior Leadership Group, individual members having a responsibility for ensuring that local procedures are in place within their respective management areas, and that records management, including review,

file tracking and destruction is carried out in accordance with policy. The RISC team, supported by other members of the Corporate Services Department, are responsible for:

- The development, administration, dissemination and application of policies, and associated standards, guidelines and procedures;
- Ensuring that adequate training and guidance is available;
- Monitoring the application of procedures for the management and storage of paper and electronic records; and
- The development of, and compliance with, retention schedules, ensuring regular review of the destruction of records is carried out.

Information Asset Owners own the risks to information under their control and will ensure that their 'information assets' are identified within departmental Information Asset and Master Data registers. Managers at all levels are responsible for:

- Ensuring records management procedures within their area of responsibility are consistent with policy and any guidance issued under it;
- Ensuring that records are retained and destroyed/deleted in accordance with published retention schedules;
- Liaising with the RISC team regarding local records management processes; and
- Quality assurance of records management processes and procedures.

All employees who create, receive and use records have records management responsibilities. In particular all employees must ensure that they keep appropriate records of their work and manage those records in accordance with policy and with any published guidance or locally agreed procedures.

Our Records Management Policy, and the way in which it is implemented, will be regularly reviewed.