

REPORT TO EXECUTIVE



DATE	26 July 2011
PORTFOLIO	Resources
REPORT AUTHOR	Head of People & Law
TEL NO	01282 425011 x2130
EMAIL	dwilcock@burnley.gov.uk

Corporate Records Management Policy

PURPOSE

1. To approve a Corporate Records Management Policy.

RECOMMENDATION

2. That the Corporate Records Management Policy is approved;
3. That the Head of People & Law be delegated to approve Records Retention and Disposal Schedules for each Service Unit of the Council and be authorised to make revisions to the Policy and its Schedules from time to time as required.

REASONS FOR RECOMMENDATION

4. To ensure that the Council has effective and consistent arrangements for the management of information and records.

SUMMARY OF KEY POINTS

5. All of the Council's business activities and services both require and generate data, or records, in physical or electronic form. Some of these record-generating activities are managed through standardised corporate processes. Many are not and they are managed through Service Unit or Team practice that has evolved organically over the years.
6. It is recognised that a corporate approach to records management ensures a level of consistency across an organisation, which maximises efficiency, lowers cost and risk and supports the Council in meeting its obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000. A Policy would also help strengthen the Council's Business Continuity and Recovery arrangements in the event of a critical incident and will consolidate best practice across many areas of Council activity. Finally a Policy would complement the work Information Services have recently undertaken to reduce the Council's data storage requirements to reduce cost.

7. The attached Policy sets out a framework for the creation, storage, management and destruction of records. Detailed operational guidance will sit beneath the Policy as a valuable reference resource for staff and business managers. Further work is needed to develop the guidance for example on Electronic Legacy Systems ie decommissioned IT equipment and systems, although work is complete on the guidance for Data Quality and Information Protection.
8. A model Records Retention and Disposal Schedule is attached to the Policy for completion by Heads of Service. A worked example as applied to the People & Law Unit is also attached to the Policy.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

9. Better management of records will improve business efficiency and reduce the amount of physical and data storage space required for records retention.

POLICY IMPLICATIONS

10. A new policy will be adopted.

DETAILS OF CONSULTATION

11. Internal Audit; Information Services.

BACKGROUND PAPERS

12. None.

FURTHER INFORMATION

PLEASE CONTACT:

David Wilcock x2130

ALSO: