



Records Management Policy

Last reviewed:	March 2023
Last adopted:	July 2023
Next adoption due:	May 2027

Statement of Intent

The purpose of the policy is to ensure the confidentiality, integrity and availability of information is maintained by implementing best practice to minimise risk.

This policy recognises the other relevant Council policies in respect to;

- Information Security
- Data Protection
- Freedom of Information

Information is stored in a variety of forms and the Record Management Policy recognises the different requirements of each. These forms include;

- computer disk
- websites
- voice recorded
- printed copy

Computer Stored

All Council computers are networked via a LAN and selected directories are on a shared server allowing any machine to access council data. There are three main computers used by the Clerk, and Admin Assistant for the principle business of the Council.

The Records Management Policy requires the relevant Council data on the main computers to be backed up onto a portable, at a daily frequency, which is stored off site.

Website

Data contained on the websites is gleaned primarily from computer held records. The remainder is updated online. Therefore all data is replicable and back up storage is of low priority.

The Records Management Policy requires the websites to be backed up on a minimum basis of 6 months and held by our web designer.

Voice Recorded

No recordings are now taken.

Printed Copy

Certain printed material is generated using computers and as such will be recorded and stored along with other files.

There are a large number of other documents both received and sent covering current and historical time periods. It is recognised that many documents are of little or no importance after a very short period of time.

The Records Management Policy requires an assessment of documents to be made annually. This assessment shall record, by storage, the type of document and any proposed method of providing back up.

This policy will be re-adopted every four years or earlier if so required by legislation or additional material.