

## Executive Board

### 01.04.19

### Records Management Policy

#### Recommendations / key decisions required:

- To endorse the Records Management Policy.

#### Reasons:

- To ensure that the Council has a clear policy in place around the management of its records, taking into account legal requirements, ISO and National Archives standards.

Relevant scrutiny committee to be consulted: Policy & Resources Scrutiny Committee TBC

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Mair Stephens

Directorate: Chief Executive's

Designations:

Tel Nos.

Name of Head of Service:  
Wendy Walters

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**EXECUTIVE SUMMARY**  
**Executive Board**  
**1<sup>st</sup> April 2019**

**Records Management Policy**

**BRIEF SUMMARY OF PURPOSE OF REPORT**

**Records Management Policy**

There is a need to have a clear and robust policy in place around the management of the Council's records, to meet legal requirements and standards. This Policy sets out the roles and responsibilities for managing records, in any format, and stored in any media within the Council.

It aims to ensure that all Council employees understand what they must do to protect and manage records effectively, efficiently and economically.

**DETAILED REPORT ATTACHED?**

**YES**

**Records Management Policy**

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Wendy Walters, Director of Regeneration & Policy

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>

### 1. Policy, Crime & Disorder and Equalities

This Policy will be implemented and supported by other Council policies, including:

- Data Protection Policy
- Information Security Policy
- Handling Personal Information Policy & Procedure
- Portable Device Usage Policy
- Breach Reporting & Response Policy
- Email Usage & Monitoring Policy

### 2. Legal

The Records Management Policy is intended to provide a framework for the management of records reflecting legal requirements as a result of changes to Data Protection legislation in 2018.

### 5. Risk Management Issues

Inappropriate disposal of personal data could lead to enforcement action, including a significant financial penalty being imposed on the Council and disciplinary action taken against the employees responsible.

### 6. Staffing implications

This policy applies to all employees of the Council, including:

- Temporary employees and agency workers
- Volunteers
- Contractors acting as data processors

# CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Wendy Walters, Director of Regeneration & Policy

## 1. Scrutiny Committee

Policy & Resources Scrutiny Committee

## 2. Local Member(s)

Not applicable

## 3. Community / Town Council

Not applicable

## 4. Relevant Partners

Not applicable

## 5. Staff Side Representatives and other Organisations

Not applicable

## **Section 100D Local Government Act, 1972 – Access to Information**

**List of Background Papers used in the preparation of this report:**

**THESE ARE DETAILED BELOW**

<b>Title of Document</b>	<b>File Ref No.</b>	<b>Locations that the papers are available for public inspection</b>
Official Journal of the European Union - General Data Protection Regulation	2016/679	EU website
Information Commissioner's Office – Guide to the General Data Protection Regulation	N/A	ICO website
Data Protection Act 2018 (C.12)	N/A	Legislation.gov.uk website
Information Commissioner's Office – An Introduction to the Data Protection Bill	N/A	ICO website
Information Commissioner's Office – formal response to enquiry from the Council regarding the content of an appropriate policy document (29/06/18)	ENQ0752332	Council File Plan on request
Local Government Act 1972	N/A	Legislation.gov.uk website
Local Government (Wales) Act 1994	N/A	Legislation.gov.uk website
The Lord Chancellor's Code of Practice issued under Section 46 of the Freedom of Information Act 2000	N/A	Legislation.gov.uk website
National Archives guidance on the Lord Chancellor's Code of Practice	N/A	National Archives website