

ANNEXE B

MELTON BOROUGH COUNCIL RECORDS MANAGEMENT STATEMENT

The Council recognises that the efficient management of its records is necessary to support its core functions, to comply with its legal and regulatory obligations, and to contribute to the effective overall management of the authority. This document provides the framework through which this effective management can be achieved and audited. It covers:

1. Scope of the statement
2. Responsibilities
3. Relationship with existing policies
4. Available guidance for implementation of the statement
5. Contacts

1. SCOPE OF THE STATEMENT

- 1.1 This statement applies to all records created, received or maintained by staff of the authority in the course of carrying out their corporate functions.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the authority and which are thereafter retained (for an appropriate period in accordance with the lawful lifecycle and destruction schedule) to provide evidence of its transactions or activities.
- 1.3 Records management is defined as a field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.
- 1.4 A proportion of the authority's records will be selected for permanent preservation as an enduring record of the conduct of its business, in accordance with the lawful lifecycle and destruction schedule, and for historical research. Arrangements may be entered into with the County Record Office to facilitate this process.

2. RESPONSIBILITIES

- 2.1 The authority has a corporate responsibility to maintain its records and record-keeping systems in accordance with the regulatory environment. The Management Team member with overall responsibility for this function is the Head of Communications who is also the Council's Monitoring Officer.
- 2.2 The authority's Head of Communications is responsible for drawing up guidance for good records management practice and promoting compliance with this policy in such a way as to ensure the easy, appropriate and timely retrieval of information.
- 2.3 Individual employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the authority's record management guidelines.

3 RELATIONSHIP WITH EXISTING POLICIES

3.1 This statement has been formulated within the context of the following Council documents:

- Information Strategy
- Freedom of Information Policy
- Data Protection Policy

Compliance with this statement will in turn facilitate compliance not only with information-related legislation (specifically FOIA 2000 and DPA 1998) but also with any other legislation or regulations (including audit, equalities and human rights) affecting the authority.

4 GUIDANCE

4.1 Guidance on the procedures necessary to comply with this statement is available from the Head of Communications. This guidance covers:

- record creation
- business classification (for filing schemes)
- retention periods for records
- storage options for records
- destruction options for records
- archival records: selection and management
- external codes of practice and relevant legislation

5. CONTACTS

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