

Holwell Parish Council

Records Management Policy

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
- website
- voice recorded
- printed copy

Computer Stored

There is one main computer used by the Clerk for the principle business of the Council.

The Records Management Policy requires the relevant Council data on the main computer to be backed up weekly. For additional security, these files shall also be backed up onto a portable hard disk, at a similar frequency, which will be stored off site.

Website

Data contained on the website 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 website to be backed up and this is to be done daily by the Web Service Provider – 2commune.

Voice Recorded

Voice recording is currently only used for meetings of the Council as an aide mémoire for the clerk. Once the minutes have been duly recorded, the cassette is available for re-use.

The Records Management Policy requires the cassette only to be retained if so requested by councillor(s) at or immediately after the meeting concerned. Any request shall stipulate the duration of retention which must not be indefinite. The retained cassette shall be stored in the safe until the expiry date.

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 reviewed every four years or earlier if so required by legislation or additional material.