

## **Architecture & Design Scotland**

### **Records Management Policy Statement**

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## **POLICY STATEMENT**

A&DS recognises that effective records management will enable the organisation to move beyond compliance to best practice. Effective records management will ensure that A&DS has the right information at the right time to support its decision making processes.

A&DS is therefore committed to maintaining and improving good records management practises that meet operational needs, accountability requirements and stakeholder's expectations. Effective records management will ensure that information is:

- created and managed efficiently;
- stored appropriately and is easily retrievable;
- destroyed or preserved in accordance with A&DS's retention schedule;
- able to meet current and future needs;
- easily accessible by the public where necessary.

The introduction of the Public Records (Scotland) Act 2011 highlights the importance of records management and our aim is to ensure that we meet the legal requirements placed on us by not only this Act, but also by ensuring good records management practices are in place throughout the organisation we will meet our requirements under the Data Protection Act 1998, the Freedom of Information (Scotland) Act 2002 and GDPR 2018.

This policy is supported by a set of procedures and guidance which define how to manage A&DS records and what tools to use.

## **SCOPE**

### **What does this policy apply to?**

This policy and any associated procedures and standards applies to the management of all records created or received by A&DS in the conduct of its business activities, regardless of what format they are in.

Examples of items that can constitute records include, but are not limited to:

- Documents (including electronic or paper documents);
- Computer files (including video & drawing files);
- Paper based files;
- Electronic mail messages;
- Internet Web pages;
- Reports;
- Diaries (including electronic or paper).

### **Who does this policy apply to?**

This policy applies to all permanent members of staff, temporary members of staff, contractors, consultants and secondees who have access to A&DS's records. The policy aims to ensure that all individuals are aware of what they must do to manage records effectively and efficiently and in accordance with any relevant legislation.

## OBJECTIVES

### Why do we need to manage records?

Records contain information that is a unique and invaluable resource and an important operational asset. A systematic approach to the management of A&DS's records is essential to protect and preserve records as evidence of our actions.

The aim of this policy is to define a framework for managing A&DS's records to ensure that we:

- Create and capture accurate, authentic and reliable records;
- Maintain records to meet A&DS's business needs;
- Store information appropriately;
- Dispose of records that are no longer required in an appropriate manner;
- Protect vital records;
- Conform to any legal and statutory requirements relating to record keeping;
- Comply with government directives;
- Make information accessible to the public where necessary.

This in turn, will enable our organisation to:

- Carry out its business effectively;
- Make informed decisions;
- Comply with relevant legislation;
- Ensure transparency and openness;
- Maintain continuity and consistency;
- Actively manage performance;
- Maintain an appropriate audit trail to meet business, regulatory and legislative requirements.

## LEGISLATIVE FRAMEWORK

Architecture & Design Scotland operates in an environment influenced by a number of factors, namely (but not limited to):

- Data Protection Act 1998;
- Human Rights Act 1998;
- Freedom of Information (Scotland) Act 2002;
- Environmental Information Regulations (Scotland) 2004;
- Privacy and Electronic Communications Regulations 2003;
- Equality Act 2010;
- Public Records (Scotland) Act 2011;
- General Data Protection Regulation (GDPR) 2018.

## **ROLES AND RESPONSIBILITIES**

A&DS has a responsibility to ensure that its records are managed well. Different members of staff have different roles in relation to records management and these responsibilities are detailed below:

### **A&DS Board**

All members of the Board recognise the importance of a solid approach to records management and will be responsible for keeping an oversight of performance against it and seeking assurance from an audit perspective that it, and the accompanying procedures, are being adhered to.

### **Management Team**

All members of the Management Team support the above approach and are committed to promoting a culture of excellent records management and will ensure that adequate training and resources, both technical and organisational, are provided to meet this commitment.

The Director of Operations has strategic accountability for records management and is the Senior Information Risk Owner (SIRO) for A&DS.

The Corporate Services Manager has responsibility for day-to-day implementation of all A&DS records management activities described in the A&DS Records Management Plan. Responsibilities also include ensuring that all records management procedures and policies are kept up to date and relevant, for supporting and providing guidance to staff on records management issues and auditing compliance with the Records Management Policy and associated standards. They will ensure that their staff have appropriate training, identifying any training needs and making sure these are addressed.

The Corporate Services Manager also owns the actions identified in the A&DS Records Management Improvement Plan.

### **All Staff**

All staff within the organisation will familiarise themselves with this policy and the supporting standards, policies and procedures. They should maintain records according to this policy and ensure all records are retained in line with the retention and disposal schedule. They should raise any records management issues or concerns within their areas to the Corporate Services Manager in the first instance.

### **Contractors, Consultants and Secondees**

All contractors, consultants and secondees with access to A&DS's records are responsible for ensuring they do everything in accordance with A&DS's Records Management Policy, standards and procedures.