

## **SEALAND COMMUNITY COUNCIL**

### **RECORDS MANAGEMENT POLICY**

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
- printed copy

#### **Computer Stored**

The Records Management Policy requires the relevant Council data on all of the computers to be backed up onto the other at a maximum frequency of 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. (The Computers and independent external disk drive have not been purchased by Council).

#### **Website**

Data contained on the website is gleaned primarily from computer held records. The remainder is updated online with the Clerk communicating with Jolora – the Council's web site provider. Therefore all data is replicable and back up storage is of low priority.

The Records Management Policy requires the website to be backed up on a minimum basis of 6 months .

#### **Voice Recorded**

Is not undertaken by the Clerk.

#### **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 on an annual basis or earlier if so required by legislation.

This Policy was approved by Council at its meeting held on 17th February 2014

Peter Richmond - Clerk of the Council - January 2014