POLICY

Policy Title RECORDS MANAGEMENT POLICY

Table of Contents

Introduction

The Police and Crime Commissioner and Chief Constable for Gloucestershire will manage their records from capture, through storage to disposal in line with legal and regulatory requirements guided by professional principles.

Compliance with this policy will be the responsibility of all those who create and handle records.

Purpose

The purpose of this policy and supporting procedures and guidance is to define and provide a framework for managing the Office of the Police and Crime Commissioner (OPCC) and Gloucestershire Constabulary's records and to ensure that within all business areas information is lawfully held and is readily accessible.

A record is defined as "Information created, received and maintained as evidence by an organisation or person in the transaction of business regardless of media." (BS ISO 15489:2001)

This policy therefore applies to all records in all formats created, received or maintained (including hard copy as well as electronic and digital formats on magnetic, digital, photographic, optical and any other media) by staff in the course of carrying out the functions of the OPCC or Constabulary.

This policy does not apply to copies of documents published by other organisations that are kept for reference purposes only.

Records and information created or held by Gloucestershire Constabulary in the transaction of business are the property of the Constabulary, not the employee or any other agent. Records held are solely for the conduct of the Force and not for any other purpose.

Compliance

This policy has been prepared taking account of prevailing legislation. New legislative requirements or changes in current legislation may necessitate a review of this policy document.

Our policies are intended to promote equality, eliminate unlawful discrimination and actively promote good relationships regardless of age, disability, gender, race or ethnicity, religion and belief, and sexual orientation.

This policy has been impact assessed using the Equalities Impact Assessment Template. By building equality considerations into our policy-making process, we have been able to identify any actual or potential inequalities and reduced them as much as possible, by applying the policy differently or looking for alternatives.

This policy is suitable for publication under the Freedom of Information Act 2000.

POLICY

Section 1 - Requirements

This policy has been written within the context of:

- Code of Practice on the Management of Police Information 2005
- College of Policing APP Guidance on Information Management
- ISO 15489-1:2001 (Information and documentation – Records management -- Part 1: General)
- ISO 17799:2005 (Information technology - Security techniques - Code of practice for information security management)
- BSI BIP 0025-1:2002 (Effective records management. A management guide to the value of BS ISO 15489-1)
- BSI BIP 0025-2:2002 (Effective records management. Practical implementation of BS ISO 15489-1)
- BSI BIP 0008:2004 (Code of practice for legal admissibility and evidential weight of information stored electronically)
- Data Protection Act 1998
- Freedom of Information Act 2000
- Lord Chancellor's Code of Practice on the Management of Records under S46 of Freedom of Information Act 2000
- Criminal Procedures and Investigations Act 1996
- Human Rights Act 1998

and with other legislation, regulations or policies affecting the OPCC and Constabulary including the Information Security Policy (FISP), ACPO/ACPOS Community Security Policy (CSP), Quality Assurance and Audit (QA), Constabulary Systems Operating Procedures (SyOps)

This list is not exhaustive.

A number of our policies have relevance to the Records Management Policy, including:

- Information Sharing Policy
- Information Security Policy
- Data Protection Policy
- Freedom of Information Policy

Section 2 - Ownership

Senior Ownership

The Chief Constable is the Data Controller for records containing personal data held by Gloucestershire Constabulary.

The Police and Crime Commissioner is the Data Controller for records containing personal data held by the Office of the Police and Crime Commissioner for Gloucestershire.

The lead Chief Officer for Governance and Compliance in Gloucestershire Constabulary is the Deputy Chief Constable.

Ownership of Business Records
Ownership of the business record lies with the head of each business area or function.

Where there is no clearly defined business owner of a record, ownership for retention and disposal purposes will lie with the Head of Governance and Compliance.

Section 3 - Responsibilities

The Records Manager has responsibility for:

- Ensuring that the Records Management policy, guidance and procedures are kept up-to-date
- Assuming a strategic role and leading the way in driving forward all records management-related matters
- Providing advice to all departments and staff on all records management matters including implications for Data Protection and Freedom of Information
- Ensuring that the function of records management benefits operational effectiveness
- Managing the storage conditions of all records on-site and off-site including contract storage services
- Coordinating records management initiatives with key stakeholders
- Notifying the organisation of changes in legislation, national standards and definitions
- Representing the Constabulary at local, regional and national levels in matters relating to Records Management

Senior Managers have responsibility for:

- Collaborating with the Records Manager to define records management service levels where policy and standards are not explicit
- Taking active responsibility for Records Management of the business records that fall within their business area through internal communication, profile-raising and by ensuring appropriate resources and training are made available to their staff in order for records to be effectively managed.

Supervisors, Team Leaders and Managers have responsibility for:

- Developing and communicating records management procedures for records in their business area in any media
- Ensuring records are fit for purpose, in the appropriate recording formats and comply with records management policy and standards
- Quality assurance of records management processes and procedures
- Ensuring that staff are aware of their personal responsibilities for record keeping
- Ensuring staff training is provided that is appropriate to maintaining a high standard of skills and competence.

All staff operating within the OPCC and Constabulary have responsibility for:

- Adopting records management processes and procedures
- Complying with legislation associated with records management
- Maintaining an awareness of the requirements of best practice records management

Identification, Monitoring and Review

Document Title			
RECORDS MANAGEMENT POLICY			
Type	**URN**	**Strategic Board**	**Author/Reviewer**
Policy	206	Information Assurance Board	Catherine Workman/Anna Pressman Records Manager

Version	Date	Changes
3.3	02/11/2016	Policy review – change references to Information Assurance to Governance and Compliance
3.2	21/10/2015	Policy Review – change review date to 12 months, amendment to Information Assurance Manager, now Head of Information Assurance. Remove ACPO reference add COP APP reference
3.1	15/05/2014	Updated format
3.0	07/11/2013	Updated policy
2.0b	02/07/2013	Strategic owner amendment
2.0a	03/11/2010	Logos removed
2.0	27/05/2010	Published policy
1.3	01/04/2010	Final draft following consultation

Next Document Review Date:	October 2017

EIA	EIA Sign Off	EIA Review
LOW	20 May 14	Nov 17
SIA	**SIA Sign Off**	**SIA Review**
No impact, not completed	N/A	N/A