

St. Ippolyts Parish Council

The following Record Management document (version 1) has been approved at the 12th September 2011 Parish Council meeting.

Record 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:

- Data Protection
- Freedom of Information
- Information Security

Information is stored in a variety of forms and the Record Management Policy recognises the different requirements of each. These forms include:

- Lap top
- Voice recorded
- Website
- Printed form

Lap top stored

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

This policy requires the back-up of computerised systems by the Clerk and storage of back up off site on ongoing basis.

Website

Data contained on the website is primarily from lap top held records. The remainder is updated online. All data is replicable and back up storage is of low priority.

This policy requires the website to be backed up daily and held by our web designer.

Voice recorded

Voice recording is not used.

Printed copy

Certain printed material is generated using the lap top and will be recorded and stored along with other files.

There are 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 short period of time.

This 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 is to be reviewed annually or earlier if so required by legislation or additional material.