

## Records management policy

- Anything created or received in the course of work is part of the public record; it automatically becomes part of our corporate resources and must be retained and disposed of in accordance with the procedures set out by the DRO in records management guidance.
  - The definition of a record is very wide, it includes everything from manuscript notes to e-mails, letters and minutes (electronic and on paper), to databases, microfiche, videos and scale models.
  - Everyone is responsible for the effective management of the records they create or use.
  - All divisions must have a file plan and disposal agreement approved by the DRO.
  - Each division should have one or more business records officers.
  - Records marked with a security or privacy classification must be kept on registered files. Nothing above Restricted must be held electronically.
  - Documents can be placed in registered files (paper) or in accredited shared drives or approved file plans (electronic) or as hybrid records (a combination of paper and electronic).
  - Records must not be held outside of the official record keeping system specified by the DRO.
  - Information that does not need to be kept on the record should be disposed of as soon as possible in a manner appropriate to its contents.
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- Records held within the official record keeping system must only be destroyed by or on the authority of the DRO.
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- Disclosure of official records must be in accordance with the rules and regulations relating to security, the code of practice on access to government information and freedom of information, data protection, environmental information, copyright laws, commercial confidentiality and professional privilege.

Further guidance