

MARKYATE PARISH COUNCIL



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Records 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;

- 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
- voice recorded telephone calls
- printed copy

Computer Stored

All Council computers are networked via a LAN and selected directories are shared allowing any machine to access council data on any other. There are two main computers used by the Clerk/RFO and Financial Officer/Halls Administrator for the principle business of the Council.

The Records Management Policy requires the relevant Council data on all of the main 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.

Parish Council Lap Top

Primarily purchased for use at meetings to view planning applications, the Clerk has access to emails on occasion when working from home.

Website

Data contained on the website is gleaned primarily from computer held records. The remainder is updated online. 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 and held by the Clerk.

When publishing agenda's on the website and by email, the clerk's signature will be electrically inserted.

Voice Recorded

Voice recording is currently only used for telephone calls for training and monitoring purposes.

Printed Copy

The photocopier can only be used for Parish Council business unless authorised by the Parish Council. 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 annually or earlier if so required by legislation or additional material.