

**FALKIRK COUNCIL**

**Subject: RECORDS MANAGEMENT PLAN AND RECORDS MANAGEMENT POLICY**  
**Meeting: EXECUTIVE**  
**Date: 14 JANUARY 2014**  
**Author: CHIEF GOVERNANCE OFFICER**

**1. INTRODUCTION**

- 1.1 Records management is fundamental to the Council's efficiency and effective records management will bring substantial benefits to the Council. This can be achieved through greater business efficiency and improvements in the use of financial, human and other resources.
- 1.2 Effective records management ensures that all information:
- received or created is stored appropriately and is easily retrievable;
  - is destroyed or preserved in accordance with the Council's retention & disposal schedule;
  - meets current and future needs, and is capable of supporting change; and
  - is accessible to users and that the appropriate technical, organisational and human resource elements exist to make this possible.
- 1.3 The introduction of the Public Records (Scotland) Act 2011 (PRSA) highlights the importance placed on records management within local authorities. The Act places an obligation on named public authorities to prepare and implement a records management plan (RMP) which sets out proper arrangements for the management of their records. RMPs require to be agreed by the Keeper of the Records of Scotland (the Keeper) and should be regularly reviewed by authorities. Where authorities fail to meet their obligations under the Act the Keeper has powers to undertake records management reviews and issue action notices for improvement.

**2. BACKGROUND**

- 2.1 The Records Manager submitted the RMP (Appendix 1) on 27 June 2013 covering Falkirk Council, Falkirk Council Licensing Board and Central Scotland Valuation Joint Board to the Keeper to be agreed.
- 2.2 One element of the RMP was the requirement to have a Records Management Policy Statement. The Council currently has an approved Records Management and Preservation of Archival Records Policy 2006. This Policy required to be updated to take into consideration the PRSA.

### **3. PURPOSE**

3.1 The purpose of this report is to:

- advise the Executive of the current position in relation to the RMP; and
- seek approval of the new Records Management and Preservation of Archival Records Policy 2013.

### **4. RECORDS MANAGEMENT PLAN**

4.1 Agreement by the Keeper of the RMP for Falkirk Council, Falkirk Council Licensing Board and Central Scotland Valuation Joint Board was received 27 August 2013. The Keeper's letters and copy of the report into the Keeper's findings is attached for information (Appendix 2).

4.2 The Plan will be regularly assessed and reviewed to ensure its effectiveness in terms of records management throughout the Council.

4.3 The Records Management Working Group (RMWG) which has representation from all Services of the Council and the Trust will co-ordinate the assessment and review of the Plan. This Group reports to the Corporate Risk Management Working Group.

### **5. RECORDS MANAGEMENT AND PRESERVATION OF ARCHIVAL RECORDS POLICY**

5.1 A new version of the 2006 Policy has been produced to take into consideration the requirements of the PRSA. Much of the detail in the 2006 policy was included in the RMP. The Keeper was advised that the RMP would be submitted to the Executive for Member approval.

5.2 Once the Policy has been approved by Members the RMP will be updated to include this and the new RMP and Policy will be submitted to the Keeper for their records.

### **6. RECOMMENDATIONS**

It is recommended that the Executive:

6.1 note the RMP has been agreed by the Keeper; and

6.2 approve the updated Records Management and Preservation of Archival Records Policy.

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**CHIEF GOVERNANCE OFFICER**

Date: 3<sup>rd</sup> January 2014

Ref: BKH0010/DAT

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