

## **EX99. RECORDS MANAGEMENT PLAN AND RECORDS MANAGEMENT POLICY**

The Executive considered a report by the Chief Governance Officer presenting a Records Management and Preservation of Archived Records Policy for approval, together with the Records Management Plan for information.

The Council was required, by the Public Records (Scotland) Act 2011 (PRSA), to prepare and implement a records management plan. Such plans require the approval of the Keeper of the Records of Scotland (the Keeper).

A draft Records Management Plan had been submitted to the Keeper in June 2013, and his agreement of the plan had been received in August 2013. The plan requires to include a records management policy statement. The Council's current Records Management and Preservation of Archival Records Policy was approved in 2006. The policy had been revised in 2013 to take into account the requirements of the Act.

The Records Management Plan was presented for information, together with the revised Records Management and Preservation of Archival Records Policy, which was submitted for approval. If approved, the latter will be incorporated within the Records Management Plan.

### **Decision**

**The Executive noted the Records Management Plan and approved the Records Management and Preservation of Archival Records Policy.**