

VJB40. Records Management Policy

The Board considered a report by the Assistant Assessor presenting a Records Management policy for approval.

A policy for the creation, management and disposal of records was presented. Previously, the Board's records management had been incorporated within Falkirk Council's records management policy. The draft policy would ensure that the Board had its own policy to allow it to meet its duty in terms of the Local Government (Scotland) Act 1994 and the Public Records (Scotland) Act 2011 to ensure that records created by the Board are properly managed.

Decision

The Board approved the draft Records Management Policy as appended to the report.