

### **VJB23. Records Management Plan**

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

In response to a question on the timescales to complete the scanning of all documents the assistant Assessor stated that the intention was to have all documents scanned by the end of the financial year. However if staff had left the service and it had proved difficult to recruit. She confirmed that if staff could not be recruited then it might be necessary to employ temporary, agency, staff.

The Assistant Assessor indicated that there was no imperative to destroy paper files and that the management team would make a decision on this at an appropriate function. Files would be held until the lease of the building was due to end.

#### **Decision**

**The Board noted the report.**