Edinburgh Leisure Records Management Policy

Definition

**Records** are recorded information of any kind and in any form created or received by Edinburgh Leisure in the course of its business and subsequently kept as evidence of such business. This includes notes, minutes, letters, policies and emails, records may be stored on paper, computer, tape, CD or DVD.

**Records Management**: is the area of administration concerned with the efficient management of records and information during the period from their creation until their ultimate disposal.

1. **About this Policy**

1.1 **Why do we have this Policy?**
This Policy is about the administration and efficient management, of records and information, from their creation until their ultimate disposal.

1.2 **Who will this Policy apply to?**
This policy is applicable to all employees of Edinburgh Leisure (permanent, temporary and casual). It also includes third parties who provide services on behalf of Edinburgh Leisure (contractors, consultants, professional advisors, voluntary organisations) who have authorised access to records.

1.3 **When will this Policy be used?**
This policy and its related systems can be used on a daily basis or as required.

2. **The Principals that apply to this Policy**

2.1 **Fairness**
That all staff will be working towards the same record management system.

2.2 **Your Responsibility**
All employees have a responsibility to ensure they create, manage and dispose of records in accordance with relevant policies and procedures.

2.3 **Our Responsibility and Commitment**
To ensure that clear standards are created and records are managed throughout their life-cycle, from the point they are created or received, through maintenance and use, to the time they are destroyed or permanently preserved as archival records.
Aim

The purpose of this policy is to provide a framework for managing Edinburgh Leisure’s records. It aims to ensure that records are managed effectively and consistently throughout Edinburgh Leisure in accordance with professional principles and relevant legislation, and that all employees are aware of their responsibilities regarding records.

Records managed by Edinburgh Leisure will:

Conform to the Code of Practice on Records Management which has been issued by Ministers in accordance with Section 61 of the Freedom of Information (Scotland) Act 2002.

a) Document and evidence our conduct in respect of:
   1. Legal agreements
   2. Other legislation (e.g. Employment; Health and Safety)
   3. Business activities

The Policy will also determine, through its operational guidelines, a framework for records management. In doing so, the Edinburgh Leisure will work towards enhancing the quality of its records management by continuous improvement and reviews.

4. **What does this Policy apply to?**
   This policy applies to the management of records in whatever format or media it is held in received or originated in the furtherance of the business activities of the Edinburgh Leisure.

   It includes, although is not limited to: Correspondence, documents, presentations, spread sheets, data bases, social media blogs, emails, diaries, faxes, promotional / instructive / educational material, reports, website content, forms, audio and video recordings, photographs and physical samples.

5. **Who is Responsible for the Policy?**
   The implementation, continuance, monitoring and review of the policy is the responsibility of the Chief Executive. By delegation, the Chief Executive will authorise managers and employees to maintain the procedures relating to the record management policy.

6. **Principals**
   The underlying principle of records management is to ensure that records are managed throughout their life-cycle from the point they are created or received, through maintenance and use, to the time they are destroyed or permanently preserved as archival records.
7. **Record Ownership**
Edinburgh Leisure owns all records originated and received by the Employees of the Company when they are derived from or for business related activities.

Individuals do not own the records; however they do have a responsibility to ensure that the records are managed correctly.

8. **Retention of Information**
A retention schedule is maintained by Edinburgh Leisure. This document defines the time periods (legislative or business critical) that records will be held for.

9. **Storage**
The nature and range of records required to be retained by Edinburgh Leisure means that the following should be considered:

- In a dry area where the record will last
- That the record can be accessed as and when required
- That the record is secure (if required)
- That the correct retention time period is applied.

These requirements will be considered at every stage of a records existence and not just when it becomes inactive.

10. **Disposal and Destruction**
Edinburgh Leisure retention schedule states the time period that a record should be retained to meet business needs and legal requirements. The schedule will state whether a record is to be kept indefinitely or not. Once the retention period has been met the record should be destroyed (this may be by shredding, putting to waste or deleting). The responsibility for destruction rests with those Managers identified within the schedule and above.

11. **Review**
This policy will be reviewed every three years and amended to reflect the business needs of Edinburgh Leisure and the introduction/amendment of legislation.