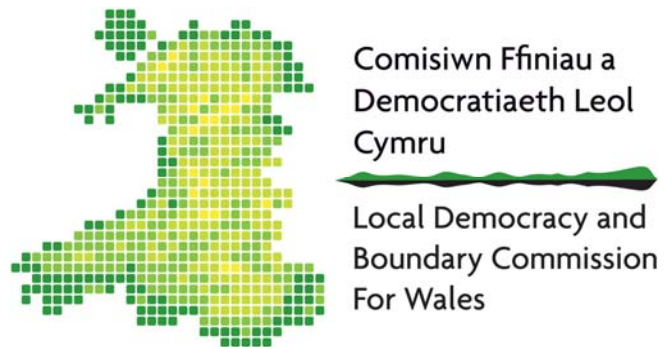


LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES



RECORDS MANAGEMENT POLICY

Date of Approval: 27/01/16
Approved by: Commission Members
Review date: 27/01/18

POLICY STATEMENT

1. The Commission will document its business activities with records that are complete, authentic, reliable, secure and accessible and will manage those records in accordance with all legislative requirements throughout their lifecycle to serve as a benchmark by which future activities and decisions can be measured.
2. The Commission recognises the importance of good information and records management practice and is committed to it as an integral part of its business strategy.
3. The Commission recognises that information and records management underpins transparency, accountability and good corporate governance.
4. The standards of good information and records management practice will take into consideration the ongoing business needs of the Commission as well as relevant statutory and regulatory requirements and the interests of stakeholders.

POLICY IMPLEMENTATION

5. The Commission's Guidance to Staff will state the standards, policies and procedures to be adopted and followed by the Commission, including those for classification, retention and disposal of records.
6. In order to ensure the effectiveness of the Information and Records Management Programme, the Commission's Chief Executive is responsible, and will participate through nominated members of staff, who shall have responsibility for promulgating the Information and Records Management Programme at local level.
7. The Information and Records Management Programme will be co-ordinated by the Records Officer, designated by the Chief Executive, and will aim to ensure that record systems are brought into compliance with the Commission's requirements for good information and records management practice.
8. The Records Officer will be responsible for the creation, capture and maintenance of information and records management procedures stating the standards of good information and records management practice to be implemented and maintained.
9. All individuals in the organisation have responsibilities for the management of information and records as part of their work. Their responsibilities are clearly defined in the Guidance to Staff.

10. The Information and Records Management Programme will make provision for:

- An assessment of all existing record-keeping systems for compliance.
- A programme of corrective actions where deficiencies occur.
- Provision of documented procedures for all operational activities critical to records management.
- An ongoing audit programme to ensure compliance and to support the Commission's annual governance statement.

11. This policy will be reviewed every two years.

12. Related documents:

[Records Management Programme and Guide](#)
[File Retention and Disposal Guidance](#)
[File Retention and Disposal Schedule](#)