

Control of Acts Records

Scope

This policy out sets out the means to control Acts Trust records. It addresses the listing of all collections of records, the responsibilities for storage, the retention time and the security of records.

Policy

A record may be held on paper, a computer file, photographs, objects or any other means of recording information.

Each manager, project leader or record holder specified in a policy document is responsible for the storage of their records and shall inform the Document Controller (DC) of all types of such records including a description of the records, the form of the records, the location of storage and the minimum retention period of the records. (Records can be held for longer than the minimum period and destroyed as is convenient.) It should be indicated whether the record falls within the scope of the protection of data act and whether confidential data are held.

The DC shall maintain a database to record the above information. It is the responsibility of each manager or project leader to inform the DC of any changes in this information. In the case of electronic records the DC must be given access to view such records to prevent problems in the event of changes in personnel.

In considering the retention period of records any legal requirements must be complied with. For other records the retention period must be approved by the Chair of Acts. The Chair must inform the Directors of the means to comply with the legal requirements applicable to the records.

References

1. Control of Acts Trust documentation. Relevant to reviewed documents.
2. Risk Assessment policy. Relevant to archived and reviewed risk assessments and serious incidents report forms.