

## Records Management Guidelines #1 Records Management Responsibilities

Staffordshire County Council's *Records Management Policy* sets out clear responsibilities which should be followed by different parts of the organisation to ensure that the **Principles of Records Management** contained within it form part of day-to-day practice.

These responsibilities help to ensure that good records management practice is achieved in each Directorate, that legal obligations in respect of recordkeeping are followed, and that the maximum efficiency is obtained from the ways in which each unit creates, manages, stores and disposes of its records.

### Staff in each Department

- **Ensure the capture of records (both paper and electronic) that provides evidence of its functional activities.**

This can best be achieved by undertaking an Information Audit. Audits have been completed in each SCC Directorate. IRU staff will undertake a Process Mapping exercise in each Business Unit to establish the functional requirement for recordkeeping, and to ensure that good records are created to support business processes wherever necessary.

Contact the [Head of Information Resources](#) for more information.

- **Ensure the requirements of this policy are articulated in business plans.**
- **Identify staff responsibilities within units to implement this policy. Some directorates have set up work groups to deal with implementation**
- **Ensure staff receive appropriate training to meet their responsibilities under this policy.**

These responsibilities should be co-ordinated by your Directorate's representative on the Information Legislation Group.

### The Information Resources Unit

- **Undertake Information Audits.**
- **Ensure proper destruction of records.**

The Information Audit process will help to identify records that each unit should create in order to meet its operational and legal requirements. Information Audits are also required in order to develop Retention Schedules and ensure that records are destroyed properly.

- **Undertake Compliance Audits.**

To check full compliance with the Data Protection Act. Contact the [Head of Information Resources](#) for more details.

Records management systems will also be audited against the Lord Chancellor's Code on the Management of Records issued under Freedom of Information Act 2000.

- **Issue Guidance to SCC Directorates.**

Best Practice in Records Management is outlined on the Freedom of Information Act Guidelines Page.

- **Facilitate the Information Legislation Group.**
- **Provide low-cost storage for departmental records.** Contact the [Senior Records Manager](#) for more information.