



**Records Management Policy**

**Date: 2017  
Version: 3  
Review: 2020**

| <b>Policy Information</b>                          |  |
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| <b>Policy Title</b>                                | Records Management Policy  |
| <b>Policy Number:</b>                              | POL 036  |
| <b>Version</b>                                     | 3  |
| <b>Policy Sponsor</b>                              | Director of Business Support   |
| <b>Policy Owner</b>                                | Head of ICU / ICT  |
| <b>Committee and date recommended for approval</b> | Business Support Committee<br>25/5/17  |
| <b>Date approved by the Board</b>                  |  |
| <b>Equality Screening Status</b>                   | 1. Screened: 28 March 2014<br>2. Screening Reviewed: 6 January 2017  |
| <b>Date Set For Review</b>                         | January 2020   |
| <b>Related Policies</b>                            | Freedom of Information Policy<br>Data Protection Policy<br>Disposal and Retention of Records Schedule<br>Information Technology Security Policy<br>Network Security Policy<br>Server Security Policy |

# Records Management Policy

## 1. Introduction

As a public body Libraries NI is required by law to manage its records properly and is committed to doing so. Legislation, regulation and codes of practice set out specific requirements in relation to the management of records, for example:

- Public Records Act (NI) 1923
- Disposal of Documents Order (No 167) 1925
- Limitation (NI) Order 1989
- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Protection of Freedoms Act 2012.

## 2. Purpose

**2.1** This policy, with the associated documents listed in section 5, establishes a framework for the management of records, in all formats and media<sup>1</sup>, created or received and maintained by Libraries NI in the conduct of its business. It applies to records generated as a result of collaboration with partners, whether those records are held by Libraries NI or the partner organisation.

**2.2** As an effective control system it will improve accountability, promote ethical and professional business practices, enhance decision-making and facilitate compliance.

## 3. Policy

**3.1** Libraries NI recognises that its records are an important public and organisational asset providing evidence of and accountability for decisions, activities and transactions. Libraries NI will maintain record keeping systems to ensure that:

- reliable and authentic records are created, captured and maintained
- records are protected and stored securely
- records remain accessible and useable for as long as required and as detailed in the disposal and retention of records schedule
- records are reviewed systematically and disposed of safely at the right time
- the business needs of Libraries NI and its stakeholders are met
- legal and statutory record keeping requirements are complied with
- when Libraries NI collaborates with other organisations record keeping protocols will be agreed.

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<sup>1</sup> **All formats and media** includes: paper based files [written and typed documents, notes, annotated copies, diaries, etc.]; computer based files [word processed files, databases, spread sheets, presentations; e- mail; line of business applications, audio files, digital images, diary entries, webpages, etc.] fax messages; reports; CCTV images; video recordings; text messages, etc.

## **4. Authority**

### **4.1 Policy Sponsor**

The Director of Business Support has responsibility for developing strategy to ensure that records are managed well within the organisation.

### **4.2 Policy Owner**

The Head of ICU and ICT is responsible for the records management function overseeing policy implementation; review and compliance.

### **4.3 Policy Contact**

The Records Management Officer has day to day responsibility for delivery of the policy providing advice and support on records management issues.

## **5. Related Policies and Procedures**

- Data Protection Policy
- Freedom of Information Policy
- Information Technology Security Policy
- Network Security Policy
- Server Security Policy
- The Disposal and Retention of Records Schedule
- Records Management Procedure
- Freedom of Information Request Handling Procedure
- Data Protection Procedure for Handling Request for Personal Data
- Procedure for the Use of Closed Circuit Television.