

	<h2>Corporate Records Management Policy</h2>
RM-POL-001	

1. Introduction

The States of Jersey recognise that records are a vital resource and are key to the effective functioning and accountability of the organisation. Efficient management of records is essential in order to support the States of Jersey's core values, to comply with legal and regulatory obligations, and to provide a high quality service to our stakeholders.

This policy provides a framework for the management of the States of Jersey's records.

2. Scope

The policy applies to all records created, received and maintained by personnel of the States of Jersey in the course of States business.

The policy applies to all personnel of the States of Jersey.

Individual members of staff are responsible for creating and maintaining records in accordance with best practice and legal requirements and for filing records correctly in the relevant active filing system in line with this policy.

3. Legislative Framework

The records of the States of Jersey are subject to the Public Records (Jersey) Law 2002, Data Protection (Jersey) Law 2005 and Freedom of Information (Jersey) Law 2011 and will be managed in accordance with this legislation.

4. Record creation and record keeping

All records must be authentic and reliable. An authentic record is one that can be proven:

- (a) to be what it purports to be,
- (b) to have been created or sent by the person purported to have created or sent it, and
- (c) to have been created or sent at the time purported

A reliable record is one whose contents can be trusted as a full and accurate representation of the transactions and activities to which they attest and can be depended upon in the course of subsequent transactions or activities.

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All personnel of the States of Jersey are responsible for ensuring records are kept in the correct records management systems which documents the activities of the organisation and which allow for quick and easy retrieval of information. This will include the following requirements:

- (a) Classification of records into a logical and consistent hierarchy
- (b) Allocation of appropriate metadata
- (c) Consistent file opening, indexing and content conventions
- (d) Consistent document naming conventions
- (e) Consistent version control procedures
- (f) Consistent and appropriate security classification of records
- (g) Clearly documented authorship and ownership of records
- (h) Integration of records held in hard copy and electronic formats

5. Usability and integrity of records

Usability implies that a record can be located, retrieved, presented and interpreted. Contextual linkages between records must be preserved in order for a record to be usable within a business context.

Integrity refers to a record being complete and unaltered. Records must be protected against unauthorised alterations by means of good security practice (e.g. access permissions) and authorised alterations to records must be traceable, as well as being explicitly indicated through version control (see below).

6. Auditing

Records management processes and procedures must support States of Jersey internal audit requirements. All records management systems must be able to display a clear audit trail and should be audited and monitored by the Departments.

7. Retention and disposal

All record-keeping procedures must support the retention schedules produced with the guidance of the Jersey Archive and approved by the Departmental public records officer.

The retention schedules apply to records held in all formats.

Records will be transferred to the custody of the Jersey Archive in line with the procedures and guidance of the Archivist.

Confidential or sensitive documents must be disposed of securely.

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Provision must be made for the future migration of data where systems and applications are upgraded during the retention period of records held electronically.

8. Legal Hold

In circumstances where the normal and routine destruction of records must be suspended, for example records required for litigation, or that are reasonably anticipated to be required in foreseeable legal action, records must be preserved until this legal hold is released. This will be co-ordinated by the Departmental public records officer who will advise the Corporate Records Manager which records must be retained.

9. Version control

Effective version control is essential to good records management practice. It is particularly important where electronic documents are stored in a shared area where they may be updated by a number of different users. Whenever any significant alteration is made to a record, it must be allocated a new version number, or version date, in keeping with naming conventions.

10. Security and Storage of Records

Storage accommodation should be clean and tidy and should prevent damage to the records. Storage should be safe from unauthorised access and meet health and safety and fire regulations, whilst allowing maximum accessibility to the information commensurate with its frequency of use.

Procedures for handling records should take full account of the need to preserve important information. Vital records should be noted as such in keeping with disaster recovery and business continuity planning.

When retrieving records from storage staff must adhere to the Human Resources Lone Worker Policy and safe manual handling principles.

11. Related Documents

- IS-POL-001 Acceptable Use Policy
- IS-POL-002 Draft Information Classification Policy
- IS-POL-017 Draft Email Records Management Policy
- Media Disposal Procedures (ISD Standard Operating Procedure)

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