



Records Management Policy

Document Version Control

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Changes to the document (e.g. as part of annual review or following a change to elements) should be approved by the HITRANS Director.

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1. Introduction and Purpose

HITRANS recognises that the efficient management of its records is essential to support its core functions, to contribute to the effective management of the partnership and to comply with its legal and regulatory obligations. This includes complying with the Data Protection Act 1998, the Environmental Information (Scotland) Regulations 2004 and the Freedom of Information (Scotland) Act 2002 (FOISA), particularly Section 61, Code of Practice on Records Management.

This policy provides a framework for the creation, management and disposition of records within HITRANS.

2. Scope of the Policy

- 2.1** This Policy applies to all records created, received, used, maintained and disposed of by HITRANS staff in the course of their work
- 2.2** Records are defined as recorded information, in any form and regardless of media, created or received by HITRANS, in the transaction of business or conduct of affairs and retained as evidence (for a set period) of such activities.
- 2.3** Records management is the discipline of managing records in any format throughout their 'lifecycle' from creation or capture through to their ultimate destruction/disposal.
- 2.4** A small proportion of the HITRANS records will be selected for permanent retention and held with the HITRANS Archives. They will then form part of the HITRANS corporate memory and serve as a resource for research.

3. Responsibility

- 3.1** HITRANS has a responsibility to maintain its records and record-keeping systems in accordance with current legislation and best practice.
- 3.2** Information and guidance to help staff manage their records, in line with best practice and is available from HITRANS intranet network.
- 3.3** Partnership Managers within HITRANS have overall responsibility for the management of records generated within their departments.
- 3.4** All employees who create, receive and use records have Records Management responsibilities to ensure their own records are managed in accordance with HITRANS procedures.
- 3.5** Overall responsibility for ensuring compliance with this Policy lies with the HITRANS Director

4. Aims and Objectives

- 4.1** The aim of the Policy, along with other guidance and supporting policies, is to provide a framework for managing the HITRANS records.
- 4.2** The objectives of the Policy are:
 - to establish good information/records management procedures and practices from the creation/acquisition of each record through to final disposition i.e. destruction/transfer to the HITRANS Archives: to ensure appropriate management of the HITRANS records so that they can be used as an effective information source
 - to ensure the security, authenticity and integrity of all HITRANS records

- To ensure compliance with all legal and statutory obligations
- To aid the speed and efficiency with which information can be retrieved

To ensure that records vital to the operation of HITRANS, along with those deemed to be of permanent administrative or historic value to HITRANS are identified and securely stored

- To maximise the use of HITRANS storage space by minimising the duplication of records, minimising the retention of excessive e documentation and minimising the retention of records for longer than necessary.

5. Implementation

5.1 The Policy provides a framework for managing HITRANS records. HITRANS management will support staff in implementing the policy through the following:

- Producing Records Management guidance for staff covering record creation, management of the records, secure storage and records retention and disposal
- HITRANS has produced a generic business classification scheme and Records Retention Schedule. This provides generic good practice guidance on the retention of records which staff commonly generate in the course of their cored functions and activities
- Provision of storage facility for hard copy records. Appropriate records will be securely stored in the HITRANS office. When they are no longer required they will be disposed of securely
- HITRANS records held will be systematically appraised prior to their secure destruction or transfer to the HITRANS Archives.
- Arrangements for transfer to the HITRANS Archives of any records which are deemed to be of permanent administrative or historic value to HITRANS
- Provision of advice guidance and information for all staff to help them understand the principles of good records management and how to implement those principles on a practical level.

6. Review

The Policy will be reviewed on a regular 3 year cycle and at any other time as required.

7. Contact

Further information can be found on the HITRANS website: www.hitrans.org.uk or contacting the Office Manager, HITRANS office:

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