

NOT PROTECTIVELY MARKED

Force Policy No: 166

Replaces Force Policy: Records Management 166/04

Policy Owner: Records Manager  
Information Management and  
Technology Dept

Date Policy Approved: 17/09/08

Date Policy Last Reviewed: 09/09/08

Reviewed: 07/08/09



# FORCE POLICY:

## Records Management

*This policy has been drafted in accordance with the Human Rights Act 1998, Race Relations (Amendment) Act 2000 and the principles underpinning it. It is suitable for public disclosure*



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### **Records Management Policy**

#### **1. ABOUT THIS POLICY**

- 1.1 This policy replaces the interim Managing Records Policy 166/04
- 1.2 This policy has been written to adopt the general principles of the Management of Police Information (MoPI) Code of Practice (CoP)2005 Guidance and Threshold Standards 2006; and other codes of practice for Records Management within the Force. It will ensure the Force competently records and manages all information held for policing activities in an efficient and consistent manner.
- 1.3 This policy is aimed at all members of West Mercia Police whether employed, contracted or a volunteer including those external to West Mercia Police (WMP). It is also applicable to any partner agencies that have Information Sharing Agreements with the Force.
- 1.4 West Mercia Police is committed as part of 4000+ to providing a citizen focused service, which responds to the needs of individuals and communities and inspires trust and confidence in the police.
- 1.5 The Force will provide re-assurance to all its communities through a robust and transparent approach to the delivery of this policy. This key area of policy ensures that West Mercia Police acts appropriately in order to maintain the integrity of the organisation.
- 1.6 West Mercia Police recognises that the efficient management of its records is necessary to comply with its legal and statutory obligations.
- 1.4 The Chief Constable has overall responsibility for West Mercia's Record Management policy and its procedures.

#### **2 GENERAL PRINCIPLES**

- 2.1 This policy should be read in conjunction with the Records Management Procedures.
- 2.2 Effective records management will contribute positively to the consistency, efficiency, continuity and productivity of overall business management through:-
  - Supporting policy formation and decision making
  - Protecting the interests of the Force, its staff and its communities
  - Facilitating consistent and equitable delivery of service
- 2.3 Records are the Force's organisational memory, providing evidence of actions and decisions, and represent a vital asset to support the Force's daily functions and operations
- 2.4 A record is defined as 'information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business' (BS ISO 15489:2001).
- 2.5 The policy will apply to records in any formats created, received or maintained (including hard copy as well as electronic and digital formats on magnetic, digital, photographic and optical media) by WMP personnel in the course of carrying out the functions of the Force.
- 2.6 This policy does not apply to copies of documents owned and published by other organisations that are kept for reference purposes only.

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- 2.7 Records will be audited within the guidelines specified by the Force Audit Policy

### **3 POLICY**

- 3.1 West Mercia Police will seek to attain/work towards a records management culture through the adoption of the guidance on The Management of Police Information.
- 3.2 The Force will keep records that are complete, authentic, reliable, secure and accessible and manage those records in accordance with good practice, including legislative requirements, throughout their lifecycle.

### **4 IMPLICATIONS OF THE POLICY**

- 4.1 Records Management supports business activities by ensuring information is managed throughout its lifecycle in a systematic, cost effective and efficient manner. In particular, it provides a means of applying controls to information to maintain its evidential weight and ensure its authenticity, accuracy, availability and integrity.
- 4.2 Records management, through proper control and storage, reduces the cost of finding and retrieving information and promotes best value in terms of human and space resources.
- 4.3 Good practice in records management ensures that information in any format is readily available for business use including information sharing with other agencies. As such, it will underpin compliance with the Management of Police Information, the Data Protection Act 1998, Freedom of Information Act 2000 and other relevant legislation.
- 4.4 Compliance with the policy contributes towards the avoidance of significant risk to the Force by providing evidence of business activities, thereby reducing vulnerability to legal challenge

### **5 MONITORING / EVALUATION**

- 5.1 This policy will be monitored and evaluated in the first instance by the Records Manager.

### **6 REVIEW**

- 6.1 This policy will be reviewed 12 months from the date of publication and annually thereafter. The review will take each of the template headings in turn and review whether anything in relation to that heading should change in accordance with the Force Policy on Policy

### **7 RELATED POLICIES, PROCEDURES AND INFORMATION SOURCES**

- 7.1 This policy has been drawn up within the context of
- Management of Police Information (MoPI) Code of Practice (CoP)
  - Guidance on MoPI
  - MoPI Threshold Standards
  - Force Information Management Strategy (FIMS)
  - Review, Retention and Disposal Policy (RRD)
  - Force Information Sharing Policy
  - ISO15489 - 1:2001 (Information and documentation – Records Management – Part 1:general)
  - ISO 17799:2005 (Information technology – Security techniques – Code of practice for information security management)

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### **Records Management Policy**

- BSI BIP 0025-1:2002 (Effective records management; A management guide to the value of BS ISO 15489-1)
- BSI BIP 0025-2:2002 (Effective records management. Practical implementation of BS ISO 15489-1)
- BSI BIP 0008:2004 (Code of practice for legal admissibility and evidential weight of information stored electronically)
- BSI BIP 0009:2004 (Legal admissibility and evidential weight of information stored electronically. Compliance workbook)
- BSI BIP 0010:2004 (The principles of good practice for information management)
- Police Service File Plan
- Force Information Security Policy (FISP)
- Force Systems Operating Protocols (SyOPs)

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