

Audit and Governance Committee
20 March 2015**6. RETENTION AND DISPOSAL OF RECORDS****Recommendation**

1. **The Head of Community and Environment recommends that the work to date and the plan for review of the Retention and Disposal of Records be noted.**

Background Information

2. The Council have a Disposal Schedule, which was adopted as the principal source of information regarding the retention and disposal of records in all formats by the Chief Officers Management Board (COMB) in June 2001. The Disposal Schedule is available on SID, shown as an Appendix. Amendments, additions and deletions to the Disposal Schedule are coordinated by Corporate Information Management Unit (CIMU) following advice from the relevant service areas on required additions or amendments.
3. An overarching review of the Disposal Schedule has not been undertaken for some years; it is therefore planned to include a regular review process of the Disposal Schedule in the business plan for CIMU in the next financial year (2015-16). This is part of the ongoing work following the recommendations from the Information Commissioners Office (ICO) following their audit into Data Protection compliance.
4. A policy outlining the Council's approach to Information and Records Management, including the retention and disposal of records is currently in draft, supporting the Information Governance Strategy recently agreed by the Corporate Information Governance Board (CIGB).

Corporate Information Governance Board (CIGB)

5. The CIGB was created on 28 April 2014. Its purpose is to act as a formal governance process, reporting to Senior Leadership Team (SLT), on the overall Information Governance Strategy for the Council. The Board provides assurance to the Council on all matters concerning Information Management, Assurance and Governance and to ensure that we meet both our statutory and legislative requirements and improve overall management of our information.
6. Membership includes representatives from all Directorates, as well as from key functions such as HR and S&CA.

Supporting Information

Appendix – Disposal Schedule

Contact Points

Specific Contact Points

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Information Services Manager
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List of Background Papers

In the opinion of the proper officer (in this case the Director of Business, Environment and Community) the following are background papers relating to the subject matter of this report:

Agenda papers and minutes of the Committee meeting on 12 December 2015

APPENDIX – Disposal Schedule

At its heart, a Disposal Schedule is simply a list of all the records we create, together with instructions and guidance on when and whether these records should be destroyed or preserved, as well as the reasons behind these retention decisions, be they business need or legal compliance.

The schedule can be searched several ways; you can a) do a keyword search, b) take a look through the records for a specific directorate from the drop-down list, or c) search via service if this is applicable.

Key features of the disposal schedule:

The Search Bar. This searches within the Records and Function fields across all the entries schedule. Once you've entered the term, click on the Go button.

Directorate & Service drop downs. You can use the filter without the search to view all records for specific directorate, or use it to narrow down your search results. And as each directorate and its teams produce records which are generic to all departments (financial records, HR/Employee records, management records such as meeting minutes), these are listed separately to the directorate records. They can also be selected from the directorate drop-down list.

Working with the results

Export to PDF. This creates a PDF of whatever you have displayed. This is useful if you need to send a section of the schedule to someone via email who does not have access to SID or if you are having a tidy-up day and you need a temporary paper copy of the schedule. Note it only exports the page you are on so you may need to expand the page to the number of entries your search or filter has returned.

Funnel option. The funnel icon clears the filter and enables you to perform a fresh search.

Change number of results displayed. You can increase or decrease the amount of records that are displayed on the page. Change the number on the toolbar and click Go.

Columns. Finally, if you want to sort the results by any specific column, just click on the column heading. Click again to resort in the opposite order.

The schedule is a living, working document, which is subject to review as structures change, as the nature of work changes, and as the laws and guidance that underpin the decisions alter. Therefore if you spot any additions, omissions or alterations that need to be made need then let us know! You can email us at disposalschedule@worcestershire.gov.uk. If it's urgent, call CIMU on #6693.

If you have any suggestions for improvements to the new schedule please do let us know at disposalschedule@worcestershire.gov.uk. The schedule will be developing and changing over the next few months and we are happy to consider any suggestions for ways of improving it.