

Audit and Governance Committee
18 September 2015**5. RETENTION AND DISPOSAL OF RECORDS****Recommendation**

1. The Committee is asked to note:

- a) the new Information and Records Management Policy;
- b) the progress of physical destruction of records and impact of the Independent Inquiry into Child Sexual Abuse on the destruction of records; and
- c) the forward plan for reviewing the contents of the Disposal Schedule.

Background Information

2. Members will recall that at the meeting on 20 March 2015 an update report was requested following the review of the Disposal Schedule by the Corporate Information Governance Board (CIGB. (Minute no. 337 refers) The Information and Records Management Policy (appendix) outlining the Council's approach to managing records, including the retention and disposal of records was agreed by the CIGB on 27 April 2014. This policy has also been ratified by the Corporate Information Management Board (CIGB) without any significant changes.

3. The physical destruction of paper records that are no longer required by the Council continues - the equivalent of 1,439 boxes have been reviewed and destroyed in 2015 (to end July 2015). This work is allowing us to more effectively manage the space needed to retain the records that we need to keep.

4. The Independent Inquiry into Child Sexual Abuse (the Goddard Inquiry) have asked Councils to cease physical destruction of any records relating to child protection matters pending further instructions from the Inquiry. We have therefore ceased any physical destruction of any records that may be relevant to this inquiry.

5. A further consequence of this is a postponement of the review of the criteria in the Disposal Schedule, the list governing the lengths of time different type of records need to be retained, until it is clearer what the impact of the inquiry will be on record keeping and this can be factored into the review work.

4. Work to begin the review of the remainder of the Disposal

Supporting Information

Contact Points

List of Background Papers

Schedule, the list governing the lengths of time different type of records need to be retained, is in the 2015-16 business plan of the Corporate Information Management Unit (CIMU) and is scheduled to commence in December 2015. In addition consideration will be given to the role of Elected Members and the information that they hold on an on-going basis.

Appendix – Information and Records Management Policy

Specific Contact Points

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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 20 March 2015