

## **AUDIT AND GOVERNANCE COMMITTEE**

### **18 MARCH 2016**

## **RETENTION AND DISPOSAL OF RECORDS**

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### **Recommendation**

- 1. The Committee is asked to note:**
  - a) the training now available to all staff on good records management practices;**
  - b) the continuing work to ensure the Council is not retaining records it no longer needs to retain whilst keeping the Corporate Memory; and**
  - c) the progress made with the review of the Disposal Schedule.**

### **Background**

2. As part of the implementation work for the Information and Records Management Policy brought to the Committee on 18 September 2015, an eLearning module promoting good records management practices was launched in week commencing 29th February 2016. Topics covered in the training include:
  - a) the purpose of records management;
  - b) how to use the Disposal Schedule;
  - c) how to use the Corporate Fileplan to manage electronic records stored in the network drives;
  - d) how to use CIMU's physical records service to securely store paper records;
  - e) hints and tips on how to practically managing records and information; and
  - f) where to obtain further advice.
3. The physical destruction of paper records that are no longer required by the Council continues - the equivalent of 510 boxes have been reviewed and destroyed between September 2015 and January 2016. This work is allowing us to more effectively manage the space needed to retain the records that we need to keep.
4. The Council's Records Manager is working through an extensive review of records that have reached the end of their useful business life in order to ensure that we keep our Corporate Memory for evidential and historical purposes. Some of the records selected for permanent preservation include original architect's plans of several local primary schools including St. Mary's CE Primary Kidderminster and Northwick Manor Primary School and records produced as part of the Council's Best Value survey in the early 2000s.
5. Work to review the Disposal Schedule has commenced and is being worked through service by service, starting with Community Services. The Registration and

Coroner's service section has been completed, and work is continuing to complete Community Services before moving onto the next service area. It is anticipated that the review will be fully complete by the end of the 2016-17 financial year.

## **Contact Points**

### County Council Contact Points

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### Specific Contact Points for this report

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## **Background Papers**

In the opinion of the proper officer (in this case the Director of Economy and Infrastructure) the following are the background papers relating to the subject matter of this report:

Agenda papers and minutes of the Committee meeting on 18 September 2015