

**Corporate Policy on Document Retention and Records Management
(Report by Head of Information Management Division)**

1 Introduction

- 1.1 The first Annual Statement of Assurance on Corporate Governance approved by the Council's Corporate Governance Panel in 2004 requested that the Council has a Corporate Policy on Document Retention and Records Management.
- 1.2 A Corporate Policy on Document Retention and Records Management supports HDC staff in the areas of records retention and records management. The effective management of records in all formats depends as much on their efficient disposal as well as their long-term preservation. HDC recognise that its records are an important public asset, they are a key resource to both effective operation and accountability.
- 1.3 The objectives of this policy are to:
 - identify records which may be worth preserving permanently
 - prevent the premature destruction of records
 - provide consistency for the destruction of non permanent records
- 1.4 A draft policy was sent to all HDC departments to make comments and amendments, attached is the first issue of the Corporate Policy on Document Retention and Records Management which has been approved by all departments.
- 1.5 Additional records identified by CRIMP (Corporate Records and Information Management Project) will be included in subsequent issues of these guidelines.
- 1.6 This corporate policy has been approved by Chief Officer's Management Team on 29th November.

2 Recommendations

Corporate Governance Panel to approve the Corporate Policy on Document Retention and Records Management.

Contact Officer: Dan Horrex – Information Manager
☎ 01480 388179

Attached:

Corporate Policy on Document Retention and Records Management