

Appendix 3 – Records Management

Records Management

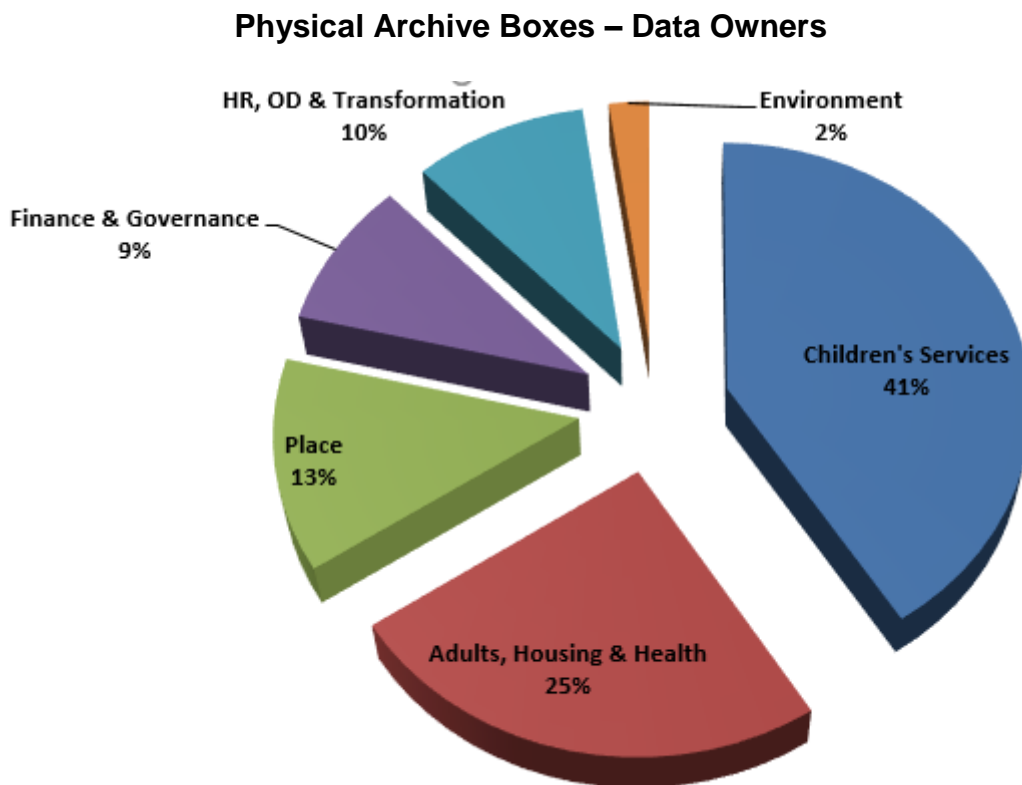
Policies & Procedures:

The following policies and guidance have been reviewed and revised:

- Document Retention Schedule - Currently being reformatted for web reader compatibility
- Objective Connect training & guidance materials – E-learning now available
- Physical archive processes digitised

Physical Records:

The chart below highlights the data owner areas for the 9,764 physical archive boxes currently in storage.



Project figures from inception (May 2017)

A reduction of 2,469 boxes to date

A cost reduction of £32,416

Financial Year 2019-2020

A reduction of 528 boxes

Costs of storage = £24,546 (reduction of £21,395 from the previous year 2018/19)

A number of areas have physical data tasks outstanding. Reporting on this is produced for Digital Board.

Electronic Records:

The Records Management team are working to an agreed action plan of data review by functional area within Objective. Details under review are:

- Functional Filing
- Naming Conventions
- Access to Information
- Appropriate Team View use
- Appropriate retention period applied
- Appropriate use of retention triggers
- Removal of empty folders and files
- All data out of retention is disposed of appropriately

The current areas under review are:

- Adult Care Services – final stages
- Human Resources – final stages
- Democracy
- Housing
- Crematoria & Cemeteries

A process workflow has been compiled and implemented in order to identify and action the review of electronic data in Objective EDRMS in line with the records retention schedule.

Objective Home areas:

Home area storage causes operational, business continuity and compliance concerns for the Council. With this in mind:

- Objective server settings have been periodically changed to reduce the number of documents allowed to be stored within Home areas
- A limit has now been set to ensure individuals do not store more than 100 documents within their Home area

There are currently 22 users with more than 100 documents stored within their Home area (this has come down from 733).