

Tring Town Council Records Management Policy

Statement of Intent

The purpose of the policy is to ensure the confidentiality, integrity and availability of information is maintained by implementing best practice to minimise risk.

This policy recognises the other relevant Council policies in respect to:

- Information Security
- Data Protection
- Freedom of Information

Information is stored in a variety of forms and the Record Management Policy recognises the different requirements of each. These forms include:

- computer
- computer disk
- website
- printed copy

Computer Stored

All Council computers are networked and selected directories are shared, allowing any machine to access council data on any other. There are four computers, used respectively by the Clerk, Assistant to the Clerk, the Information Officer and the Town Warden. All are password protected.

This Records Management Policy requires the relevant Council data on all computers be backed up at a minimum frequency of weekly. For additional security, these files shall also be backed up onto a portable hard disk, at a similar frequency, which will be stored off site.

Website

Data contained on the website is gleaned primarily from computer held records. The remainder is updated online. Therefore all data is replicable and back up storage is of low priority.

This Records Management Policy requires the website to be backed up on a minimum basis of 6 months and held by our web designer.

Printed Copy

Certain printed material is generated using computers and as such will be recorded and stored along with other files.

There are a large number of other documents both received and sent covering current and historical time periods. It is recognised that many documents are of little or no importance after a very short period of time. Other documents' retention is covered by legislation.

This Records Management Policy requires an assessment of documents to be made annually. This assessment shall record, by storage, the type of document and any proposed method of providing back up.

This policy will be reviewed every four years, or earlier if so required by legislation or additional material.