

Records Management Policy Statement



Policy Number	106
Policy Owner	DCC
Version	1.0
Last Review Date	April 2011
Next Review Date	April 2013
Date of SDG approval	June 2011
Protective Marking	Not protectively marked

This document has been assessed for:	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

Records Management Policy Statement

1. Policy statement

Cleveland Police recognises that effective records management ensures the efficient storage and retrieval of information. And is a requirement of the Lord Chancellor's (2002) Code of Practice on the Management of Records (issued under s46 of the Freedom of Information Act 2000) and a national requirement under Management of Police Information (MoPI).

The Force has adopted a records management process that also provides a number of very important business benefits:

- It ensures information retained on key individuals (MoPI Nominals) and in relation to certain events is retained for a nationally agreed period and is readily accessible for nationwide requests
- It reduces organisational risk by providing auditable actions in respect of information according to nationally specified standards, thereby minimising opportunity for legal challenge
- It systematically regulates the retention or deletion of records in all formats, ensuring they are kept only for nationally agreed periods
- It reduces time spent routinely retrieving information and searching for missing or misfiled records
- It increases the integrity of information management within the force
- It assists in the prevention and detection of crime
- It reduces physical Health and Safety risks associated with the storage of large amounts of paper and items
- It reduces the risk of a critical incident occurring in Cleveland Police stemming from the recording, storage and retrieval of information
- It allows the organisation to realise efficiency savings and reduce storage costs.