

Renfrewshire Valuation Joint Board



Records Management Plan IG5

The Board's arrangements for the management of records under the
Public Records (Scotland) Act 2011

October 2021
Version 15

Title	Records Management Plan
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Approved By	Management Team
Date of Approval	January 2016
Reviewer	Assistant Assessor
Review Date	As required

Review History

Review No.	Details	Release Date
1	Plan reviewed to incorporate Keeper's comments prior to agreement	January 2016
2	Plan Reviewed and Assessor's details updated to reflect Senior Manager Responsible For Records Management	June 2017
3	Plan Reviewed and Named Responsible Person details Updated	June 2018
4	Plan Reviewed	May 2019
5	Plan Reviewed	March 2020
6	Plan Reviewed	July 2021
7	Assessor's details updated to reflect Senior Manager Responsible for Records Management	October 2021

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1. Introduction

The Public Records (Scotland) Act 2011 ('the Act') came fully into force in January 2013. The Act requires Renfrewshire Valuation Joint Board (RVJB) and other public authorities to prepare and implement a Records Management Plan (RMP). The RMP sets out proper arrangements for the management of records within the Board. The plan has to be agreed with the Keeper of the Records of Scotland ('the Keeper') and reviewed by RVJB on an annual basis.

A copy of the Act can be viewed online at:

<https://www.legislation.gov.uk/asp/2011/12/contents>

More information about the Public Records (Scotland) Act 2011 can be found by visiting the National Records of Scotland website at:

<http://www.nrscotland.gov.uk/record-keeping/public-records-scotland-act-2011>

In line with the Act, all records created in the carrying out of the Board's functions (whether directly or by third parties) are public records. Part 1, section 3.1 of the Act states that:

"public records", in relation to an authority, means—

- (a) records created by or on behalf of the authority in carrying out its functions,*
- (b) records created by or on behalf of a contractor in carrying out the authority's functions,*
- (c) records created by any other person that have come into the possession of the authority or a contractor in carrying out the authority's functions."*

Establishing effective records management arrangements helps to deliver a number of business benefits. For example:

- efficient and systematic control of the creation, storage, retrieval, maintenance, use and disposal of records;
- faster, more accurate and reliable access to records;
- compliance with legislative and regulatory requirements.

2. Records Management Plan

RVJB's RMP relates to records throughout their lifecycle, from creation and acquisition to archive and destruction. It encompasses all records across all our service areas.

RVJB's RMP sets out the overarching framework based on the 15 elements of the Keeper's published Model RMP.

The 15 Elements are:

1. Senior Management responsibility
2. Records Manager responsibility
3. Records Management policy statement
4. Business classification
5. Retention schedules
6. Destruction arrangements
7. Archiving and transfer arrangements
8. Information security
9. Data Protection
10. Business continuity and vital records
11. Audit trail
12. Records management training for staff
13. Assessment and review
14. Shared information

15. Public records created or held by third parties

RVJB has provided the Keeper with evidence of policies, procedures, guidance and operational activity on all elements of the RMP.

This is currently the RMP of the Board and will be reviewed on regularly.

3. Elements of the Plan

Element 1: Senior Management Responsibility

An individual senior staff member is identified as holding corporate responsibility for records management.

Senior Management responsibility for records management within RVJB covered by the RMP lies with:

Assessor & Electoral Registration Officer for Renfrewshire Valuation Joint Board	Robert Nicol Assessor & Electoral Registration Officer Renfrewshire Valuation Joint Board Robertson Centre 16 Glasgow Road Paisley PA1 3QF
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Evidence:

- Statement from Assessor & Electoral Registration Officer
- RVJB.RM.01 Records Management Policy

Future Developments

There are no planned future developments for Element 1, however if there were to be changes to the Senior Responsible Officer, this element would require review.

Element 2: Records Manager Responsibility

An individual staff member is identified as holding operational responsibility for records management and has appropriate corporate responsibility, access to resources and skills.

The individual answerable to senior management and who has operational responsibility for records management within RVJB covered by the RMP is:

Assistant Assessor (AA) & Chair of the Governance Working Group	Lindsey Hendry Assistant Assessor Renfrewshire Valuation Joint Board Robertson Centre 16 Glasgow Road Paisley PA1 3QF
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Evidence:

- Statement from Assessor & Electoral Registration Officer
- RVJB.RM.01 Records Management Policy

Future Developments

Previously the Named Records Manager was the Principal Administration Officer but with effect from 1 June 2018, the Named Records Manager is now Lindsey Hendry - Assistant Assessor. This change of personnel has been communicated to the Keeper's Assessment Team when RVJB submitted their first Progress Update Review (PUR) in June 2018.

There are no planned future developments for Element 2, however if there were to be changes to the Senior Responsible Officer, this element would require review.

Element 3: Records Management Policy Statement

The authority has an appropriate policy statement on records management.

The Records Management Policy has been revised to take into account the requirements of Public Records (Scotland) Act 2011. It is available on the Board's document management system (DMS) and is publicly available on the Board's website.

RVJB's commitment to establishing and maintaining effective records management is set out in the Records Management Policy and includes the signed statement below from the Assessor and Electoral Registration Officer.

"It is the aim of Renfrewshire Valuation Joint Board to achieve efficiency benefits through best practice applied to records management. This is intended to lead to improvements in the use of personnel and financial resources.

Best Practice in records management will ensure that all information:

- *Received or created is stored in the appropriate way and is easily retrievable;*
- *Is retained, destroyed or preserved in accordance with the Board's Retention and Disposal Arrangements;*
- *Meets our current needs and our requirements into the foreseeable future;*
- *Is capable of enabling change when required;*
- *Is easily accessible to users and that the skills and technology are available to achieve this aim.*

The Public Records (Scotland) Act 2011 emphasises the importance placed on records management in local authorities. It is our aim to draft and implement an effective Records Management Plan in order to meet the requirements of the Act. The Plan will be reviewed at regular intervals to ensure its effectiveness."

RVJB also recognises the legal obligations to set out proper records management arrangements to ensure compliance with other legislation such as the Freedom of Information (Scotland) Act 2002, Data Protection Act 2018 and Local Government (Scotland) Act 1994.

The records of RVJB constitute an auditable account of the authority's activities, which provides evidence of the business, actions, decisions and resulting policies formed by the Board.

Records represent a vital asset, which support the daily functions of the Board and protect the interests and rights of staff, and members of the public, who have dealings with us.

RVJB uses three main types of records management systems:

- Manual Filing Systems (where it is necessary to keep paper and other physical records)
- IT applications and databases that process records for specific functions (i.e. Valuation for the purposes of Non-Domestic Rating and Council Tax and associated systems and Electoral Registration)
- Storage of electronic documents on a shared drive and on a document management system.

All records management systems are subject to the records management policy, procedures, guidelines and elements of the RMP.

Metadata determining an audit trail is created for all electronic records and is readily accessed from some screens or by liaison with the IT section which carries out daily checks.

Evidence:

- Statement from Assessor & Electoral Registration Officer
- RVJB.RM.01 Records Management Policy
- SPr.IT.33 Information Technology – Checking Events Logs and Recording Findings
- SP1.04 Information Technology – Security Incident & Weakness Policy

Future Developments

With the introduction of the DMS, all domestic property files have been scanned in to the repository with the appropriate retention periods attached to each document. As the Board has procured a suitable disaster recovery solution, the paper files for all domestic properties have been destroyed securely. Scanning of the non-domestic property files is currently on-going and the scanned data destroyed securely .

Element 4: Business Classification

Records are known and are identified within a structure, ideally founded on function.

RVJB has maintained a Records Retention and Disposal Arrangements schedule in accordance with the Freedom of Information (Scotland) Act 2002. This details the function; activities and transactions and forms the basis of our Business Classification Scheme

The classification scheme is a functional model which groups related business activities and transactions which are part of the overall functions of the Board.

The business classification scheme is structured in three tiers:

Level 1: functions

Level 2: activities

Level 3: transactions

The functions, activities and transactions are detailed in the Business Classification Scheme and should be read in conjunction with the Records Retention and Disposal Arrangements Schedule.

Evidence:

- Governance Working Group Remit
- Business Classification Scheme
- Records Retention and Disposal Arrangements Schedule

Future Developments

Each category on our retention schedule has a specific retention period linked to the data and this retention period has been built into our DMS based on the categorisation of the document. The Business Classification Scheme and the Records Retention and Disposal Arrangements Schedule are standing items on the Governance Working Group's agenda and are reviewed when required.

Element 5: Retention Schedules

Records are retained and disposed of in accordance with the Retention Schedule.

The Records Management Policy outlines the need to detail the retention periods and subsequent disposition actions for all types of record through a retention schedule. The Records Retention and Disposal Arrangements Schedule is as an essential part of our overall Records Management Plan, ensuring that records are kept for no longer than is absolutely necessary and disposed of as appropriate.

A Records Retention and Disposal Arrangements Schedule was developed in accordance with the Freedom of Information (Scotland) Act 2002 and forms a pre-existing structure for managing records within RVJB.

The purpose of a Records Retention and Disposal Arrangements Schedule is to provide consistent instructions on records retention and disposal for all staff who deal with records. The Schedule will underpin our Records Management programme.

The Records Retention and Disposal Arrangements Schedule will help to establish the types of records we need to keep, how long records are required and what should be done with them at the end of that period.

The Records Retention and Disposal Arrangements Schedule is intended to cover all records, regardless of medium or format, which are created or received during the course of business.

Evidence:

- Governance Working Group Remit
- Business Classification Scheme
- Records Retention and Disposal Arrangements Schedule

Future Developments

Each category on our retention schedule has a specific retention period linked to the data and this retention period has been built into our DMS based on the categorisation of the document. The Business Classification Scheme and the Records Retention and Disposal Arrangements Schedule are standing items on the Governance Working Group's agenda and are reviewed when required.

Element 6: Destruction Arrangements

Records are destroyed in a timely and appropriate manner and records of their destruction are maintained.

Guidance has been produced on destruction arrangements for RVJB records which have reached the end of their retention period and have been identified as suitable for destruction in accordance with the Records Retention and Disposal Arrangements Schedule.

The destruction arrangements have been developed in line with RVJB's Records Management Policy. Unless there are any special instructions or unique circumstances, records generally will be destroyed at the end of their retention period. Retaining any record past the mandatory retention period should be on an exception-only basis, weighing a record's potential usefulness against cost/space limitations.

In respect of confidential paper waste, Paper Shredding Services provide our office with an on-site shredding facility. Confidential paper waste is deposited and retained in a secure console pending disposal. Any extraordinary confidential paper waste is held in a secure location within sacks provided by Paper Shredding Services for on-site shredding when Paper Shredding Services next attends.

All paper and digital media and IT equipment is disposed of in accordance with the "Procedure for Disposal of Media". In the case of backup tapes; USB drives; hard-disks; DVDs and CDs the media shall be physically destroyed. External contractors are used for secure media disposal on a regular basis on renewal of such equipment and the following procedures are to be adopted:

- An appropriate contract must be signed by the contractor and Renfrewshire Valuation Joint Board prior to the commencement of disposal.
- A certificate shall be returned by the contractor containing precise details of the media destroyed and the method by which the media were destroyed.

If the media are to be destroyed off RVJB premises, an appropriate secure form of transport must be used. The determination of the appropriateness of the form of transport shall include consideration of the following:

- Security of the vehicle used whilst making subsequent collections from other companies prior to reaching the place of destruction.
- As agreed with the contractors, media will not be left overnight parked in any vehicle.
- Secure storage of the media having reached the place of destruction and prior to actual destruction.
- All containers (sacks, bins etc) must be secured prior to leaving RVJB premises.

Whilst awaiting destruction storage of the equipment shall afford a level of security no less than that when the media was in operational use. If system hardware is to be re-used,

then all data and software or machine-readable media will be erased and made unrecoverable prior to reuse. If the media is to be destroyed off RVJB premises then policy requires that suitable secure arrangements are in place in relation to transport and possible overnight storage.

All data and software on Renfrewshire Valuation Joint Board information system hardware or machine readable media will be erased and made unrecoverable prior to reuse within Renfrewshire Valuation Joint Board.

All data and software on Renfrewshire Valuation Joint Board information system hardware or machine readable media will be erased and made unrecoverable prior to release to a third party for disposal, service or repair.

Evidence:

- Records Retention and Disposal Arrangements Schedule
- SPr.IT.32 Procedure for Disposal of Media
- SPr.IT.34 Information Technology Protective Monitoring
- SP1.20 Protective Marking, Handling, Disposal Policy & Procedures
- SP2.04 Back Up and Restore Policy
- Records Destruction Arrangements – Restructa Certificate Supplied
- Paper Shredding Services Customer Service Agreement

Future Developments

The Board recognised the importance of the timeous destruction of its electronic records to complement the existing procedures in place for the destruction of its paper records, hardware and back-ups.

Element 7: Archiving and Transfer Arrangements

Records that have enduring value are permanently retained and made accessible in accordance with the Keeper's Supplementary Guidance on Proper Arrangements for Archiving Public Documents.

The Electoral Register, Valuation Roll and Valuation List are provided annually in electronic format to the 3 member councils, in Renfrewshire, Inverclyde and East Renfrewshire.

Arrangements are in place and have been since the Board's inception in 1996 for the Board's lead council (Renfrewshire Council) to archive all the Board's Minutes onto their website which is available to the public. In addition, Renfrewshire Council hold signed copies of all Renfrewshire Valuation Joint Board Minutes. After each Board meeting the Convener/Depute Convener sign the previous minute after approval. The signed minutes are then incorporated into leather bound editions and held in the Central Library archive.

Evidence:

- Records Retention and Disposal Arrangements Schedule
- SP1.01 Information Security Policy
- [Link To RVJB's Agenda and Minutes](#)
- RVJB Confirmation email from Renfrewshire Council confirming archiving arrangements for Board Minutes
- RVJB Minute of Agreement between three constituent councils and the Board

Future Developments

There are no planned future developments for Element 7, however this policy will be regularly reviewed to ensure it remains fit for purpose.

Element 8: Information Security

Records are held in accordance with information security compliance requirements.

RVJB has an Information Security Policy (revised January 2021) which summarises the security framework in place for records which fulfils the security commitments outlined in the Records Management Policy. To supplement the Information Security Policy, an Information Handling Policy, to provide guidance for working in the office and remotely, was approved by the Governance Working Group in 2020 as prior to March 2020, RVJB did not facilitate remote working.

Securing information assets, and in particular records, will help to fulfil legislative responsibilities, safeguard RVJB's reputation, ensure business continuity, optimise the management of risk and minimise the impact of security incidents.

As a key information asset, the security of all records will be managed in accordance with the RVJB's existing approved Information Security Policy and associated policies. In addition, the Board appointed in June 2018 a Data Protection Officer (DPO) which was a statutory requirement under the General Data Protection Regulation which was brought into force on 25th May 2018. The Assistant Assessor for Governance and the DPO have monthly meetings to discuss information governance matters including information security.

Every individual with access to records is responsible for ensuring their protection.

All staff receive information security awareness training and have undertaken the Protecting Information Training- Level 1 provided by the Civil Service. Staff are reminded of the importance of security regularly e.g., Think Twice campaign bulletins issued to staff monthly. RVJB has an Information Security Incident Reporting Procedure which has been issued to All Staff and is re-circulated to All Staff quarterly. Additionally, all staff have been vetted to a basic level by Disclosure Scotland. All staff have access to the Board's DMS which holds all relevant policies.

The Training Team meet to consider new or refresh training as appropriate for all staff. Part of the remit of this group is to identify new training requirements to keep all staff up to date with any changes to legislation, working practices etc. An example of this is the training session in May 2018 for all staff on the General Data Protection Regulation with an emphasis on their "role" and "responsibilities" when working under the new data protection framework. The DPO rolled out Information Governance Refresher Training to All Staff in June 2021 which specifically covered information security issues.

A clear desk policy is in place which requires staff to clear desk of paper documents at the end of each day and to store confidential information securely overnight.

Procedures and processes are in place to deal with threats, risks and breaches of security. The Board's DPO is also responsible for maintaining an information security log. In 2021, RVJB enrolled all staff on an IT Security Training Programme, provided by a third party. The required training is mandatory and covers security best practices and how to spot potential malicious actors. The training is facilitated by a rolling programme throughout the year.

RVJB's IT department also introduced in 2021 a 'Safe Send' feature to all RVJB email accounts. This is in effect a physical 'Think Twice' as all emails sent to external email accounts have to be physically verified by the sender to confirm they wish the email and

any attachments to be sent.

Evidence:

- Data Protection Policy
- SPr.IT.32 Procedure for Disposal of Media
- SP1.10 Clear Desk and Screen Policy
- SP1.01 Information Security Policy
- RVJB IG10 Information Handling Policy
- RVJB IT.02 Information Technology - Access Control Policy
- SPr.IT.33 Information Technology – Checking Events Logs and Recording Findings
- SPr.PE.01 Information Technology – Physical & Environmental Security Policy
- RVJB IT.01 Security of IT Systems – Guidance for Staff
- RVJB IT.07 Information Technology – Data Access and Building Security Policy
- SPr.IT.34 Information Technology - Protective Monitoring Policy
- SP1.04 Information Technology – Security Incident & Weakness Policy

- RVJB Screen Shot – DMS access to all staff

Future Developments

There are no planned future developments for Element 8, however information security is continuous reviewed to ensure it remains fit for purpose.

Element 9: Data Protection

Records involving personal data are managed in compliance with data protection law.

RVJB relies on the information that it collects and holds to fulfil its aims, objectives, and obligations with reference to “performing its public functions”. Information relating directly to individuals (personal data) is an essential asset which must be properly managed in order to deliver efficient and effective services, ensure legal compliance, and to protect the Board’s reputation and image as a responsible organisation.

The Data Protection Act 2018 places obligations on organisations that use personal information and gives individuals certain rights. The Act states that those who record and use personal information must be open about how the information is used. In line with data protection legislation, RVJB have employed a dedicated DPO.

RVJB fully endorses and adheres to the Principles of Data Protection as detailed in the Act and has an approved Data Protection Policy in place to ensure that all personal data processing, carried out on its behalf (either in-house, by contractors, by system suppliers or partner organisations) complies with data protection principles and key legislative requirements. Data Protection Impact Assessments are carried out for each project RVJB undertakes to identify and minimise the data protection risks of a project.

The Electoral Registration Officer, the Assessor and the RVJB are registered as separate Data Controllers in their own right with the Information Commissioner’s Office (ICO). The Board’s Registration can be viewed on the ICO website, www.ico.gov.uk. The Registration numbers are: The Assessor- **Z6615939**, The Electoral Registration Officer – **ZA426510** and the Renfrewshire Valuation Joint Board – **ZA426482**

Evidence:

- Data Protection Policy
- SP1.01 Information Security Policy
- Information Handling Policy
- RVJB IT.01 Security of IT Systems – Guidance for Staff

Future Developments

The Records Manager has reviewed all policies and documents relating to data protection to ensure compliance with the new data protection legislation. The Records Manager also completed the General Data Protection Regulation Practitioner (GDPR) Certificate in May 2018 and all staff had to complete a GDPR online course by the 25th May 2019. It is mandatory for all staff to complete a data protection/information security course annually and RVJB’s DPO tailors bespoke training for our staff quarterly. We have also published a privacy notice on our website as well as on the Scottish Assessors Association’s Portal and our privacy notice is reviewed annually by our DPO.

Element 10: Business Continuity and Vital Records

Record recovery, prioritising vital records, is an integral part of the authority's business continuity planning.

Currently a full back up of all servers and files happens once a month with a retention period of 6 months. An incremental backup of all servers and files is programmed every morning at 3am and this back up is then retained for a month. Annual backups, which allows data to be restored from up to 3 years previously, are carried out. Following the installation of Microsoft 365, email traffic is supported by Microsoft.

A list of Key Contacts is held by all members of the Senior Management Team and other relevant key personnel to allow all necessary personnel/contractors/stakeholders to be contacted in the event of a catastrophic event and this list is updated continuously to ensure the currency of the information.

The Board procured in October 2019 a disaster recovery solution from a third party cloud back up and disaster recovery supplier and the solution provides total coverage of the server estate. The solution procured allows key services to be available within 10 minutes of a disaster occurring and offers a "connect from anywhere" option to the supplier's off-site facilities. This service is fully hosted, managed and supported by the supplier and will be tested at least annually as per our contract. A robust DR plan has also been created by the Board's IT Department and approved by the Governance Working Group/Senior Management Team which details the procedures in invoking the DR plan.

Evidence:

- Governance Working Group Remit
- Emergency Contacts and Responsibility List
- Business Classification Scheme
- Records Retention and Disposal Arrangements Schedule
- SP2.04 Back Up and Restore Policy
- RVJB Disaster Recovery Plan v1

Future Developments

There are no planned future developments for Element 10, however if there were to be changes to the Disaster Recovery Solution, the Disaster Recovery Plan and the Business Continuity Plan, this element would require review

Element 11: Audit Trail: Tracking and version control

The location of records is known and changes recorded.

At present, electronic systems within the authority are able to provide audit trails for electronic records and a log in/out sheet is in place for paper files.

Evidence:

- SPr.IT.22 Information Technology – Secure Disposal and Re-use of Equipment
- Records Destruction Arrangements – Restructa Certificate Supplied
- Paper Shredding Services Customer Service Agreement

Future Developments

There are no planned future developments for Element 11, however if there were changes to the working practices of the Board, this element would require review.

Element 12: Records management training for staff

Staff creating, or otherwise processing records, are appropriately trained and supported.

The Records Management Policy includes objectives to improve staff understanding and knowledge of records management with information and make appropriate training available. The person responsible for operational records management has attended and is afforded the opportunity to attend relevant courses, seminars or conferences relating to records management.

All staff within RVJB must complete mandatory training in Data Protection and Information Security

Annual objectives in relation to Records Management at present include the completion and submission to the Keeper's Assessment Team of the Progress Update Review which is completed annually once an invite is received and an annual review of the Plan. All the "elements" of the RMP and the RMP itself are standing items on the monthly GWG agenda.

Evidence:

- RVJB.RM.01 Records Management Policy
- SP1.02 Acceptable Use Policy
- Governance Working Group Remit

Future Developments

There are no planned future developments for Element 12, however if there were changes to the working practices of the Board, this element would require review.

Element 13: Assessment and Review

Records Management arrangements are regularly and systematically reviewed with actions taken when required.

The Records Management Plan and Records Management Policy will be subject to the Board's governance, monitoring and review process. The RMP has been included as one of the areas of business which will be audited by our lead authority's Internal Audit Team.

A Progress Update Review was submitted by the Board in April 2020 and was agreed by the Keeper's Assessment Team in May 2020.

Governance over the RMP is set out in the table below.

Group	Governance/Scrutiny Role
Governance Working Group (Chaired by Assistant Assessor for Governance and relevant members)	<p>Developing and implementing policies and procedures relating to the plan and monitoring/reporting progress. Monthly reporting to be made to MT.</p> <p>Reviewing and implementing policies, procedures and standards. Monitoring projects relating to this plan. Monthly reporting to be made to MT.</p> <p>Scrutinise and review the plan and supporting strategies, policies and progress with a focus on any highlighted Future Developments. Monthly reporting to be made to MT.</p>
Management Team	Approval of the plan and associated strategies, policies and review of the GWG minutes.
Assessment & Review	Renfrewshire Councils Internal Audit will audit sections of the plan, this will be carried out in consultation with the Assistant Assessor for Governance.

Evidence:

- RVJB.RM.01 Records Management Policy
- Governance Working Group Remit
- RVJB Confirmation Email from Internal Audit

Future Developments

The Board was invited to submit a Progress Update Review in January 2021 but due to the demands placed on our service for the Scottish Parliamentary Elections held on the 6th May and the competing timetable of the electoral event and the PUR, RVJB did not partake in the 2021 PUR. As a result of this, RVJB requested Renfrewshire Council's Internal Audit to review RVJB's Record Management Plan in the autumn of 2021.

Element 14: Shared Information

Information sharing, both within the Authority and with other bodies or individuals is necessary, lawful and controlled.

In limited circumstances RVJB information is shared with a third party. Alternatively, RVJB will receive confidential information from partner organisations. In each case appropriate agreements are entered into to ensure confidentiality of the information. A global data sharing agreement with each of the three constituent councils and the Board have been entered into in 2019.

Data Sharing Agreements have also been reviewed by our DPO to ensure continued compliance with data protection legislation. Any information which is shared with a third party is listed by the Records Manager on the Board's Information Asset Register.

Data Processing Agreements have also been reviewed by our DPO, again to ensure continued compliance with data protection legislation.

Evidence:

- SP1.01 Information Security Policy
- RVJB Minute of Agreement between three constituent councils and the Board
- User Agreement between Renfrewshire Council and RVJB (Electoral Services)
Same agreement exists in principle for Inverclyde Council & East Renfrewshire Council
- RVJB's Data Sharing Agreement Template
- Global Data Sharing Agreement with three constituent councils and the Board

Future Developments

There are no planned future developments for Element 14, however this policy will be regularly reviewed to ensure it remains fit for purpose.

Element 15: Public records created or held by third parties

Adequate arrangements must be in place for the management of records created and held by third parties who carry out any functions of the authority.

Section 3 of the Act describes the meaning of 'public records' for the purposes of the Act. It says that public records in relation to a named authority means records created by or on behalf of the authority in carrying out its functions. This is extended to records created by or on behalf of a contractor carrying out the authority's functions and includes records that have come into the possession of the authority or contractor in carrying out the authority's functions. Records created or held by a third party contractor that are not done so in relation to that contractor carrying out the function of the public authority are not public records under the Act.

At the present time, no functions of Renfrewshire Valuation Joint Board are carried out by a Third Party.

If this situation changed and Renfrewshire Valuation Joint Board employed a contractor to carry out a function of the authority, records management requirements, and evidence of assurance that prospective contractors will be able to meet these, would be included in the procurement exercise.

5. List of supporting evidence

Specific to the 15 Elements of the Plan:

Element 1

- Statement from Assessor & Electoral Registration Officer
- RVJB.RM.01 Records Management Policy

Element 2

- Statement from Assessor & Electoral Registration Officer
- RVJB.RM.01 Records Management Policy

Element 3

- Statement from Assessor & Electoral Registration Officer
- RVJB.RM.01 Records Management Policy
- SP1.IT.33 Information Technology – Checking Events Logs and Recording Findings
- SP1.04 Information Technology – Security Incident & Weakness Policy

Element 4

- Governance Working Group Remit
- Business Classification Scheme
- Records Retention and Disposal Arrangements Schedule

Element 5

- Governance Working Group Remit
- Business Classification Scheme
- Records Retention and Disposal Arrangements Schedule

Element 6

- Records Retention and Disposal Arrangements Schedule
- SP1.IT.32 Procedure for Disposal of Media
- SP1.IT.34 Information Technology Protective Monitoring
- SP1.20 Protective Marking, Handling, Disposal Policy & Procedures
- SP2.04 Back Up and Restore Policy
- Records Destruction Arrangements – Restructa Certificate Supplied
- Paper Shredding Services Customer Service Agreement

Element 7

- Records Retention and Disposal Arrangements Schedule
- SP1.01 Information Security Policy
- [Link To RVJB's Agenda and Minutes](#)
- RVJB Confirmation email from Renfrewshire Council confirming archiving arrangements for Board Minutes
- RVJB Minute of Agreement between three constituent councils and the Board

Element 8

- Data Protection Policy
- SPr.IT.32 Procedure for Disposal of Media
- SP1.10 Clear Desk and Screen Policy
- SP1.01 Information Security Policy
- Information Handling Policy
- RVJB IT.02 Information Technology - Access Control Policy
- SPr.IT.33 Information Technology – Checking Events Logs and Recording Findings
- SPr.PE.01 Information Technology – Physical & Environmental Security Policy
- RVJB IT.01 Security of IT Systems – Guidance for Staff
- RVJB IT.07 Information Technology – Data Access and Building Security Policy
- SPr.IT.34 Information Technology - Protective Monitoring Policy
- SP1.04 Information Technology – Security Incident & Weakness Policy
- RVJB Screen Shot – DMS access to all staff

Element 9

- Data Protection Policy
- SP1.01 Information Security Policy
- Information Handling Policy
- RVJB IT.01 Security of IT Systems – Guidance for Staff

Element 10

- Governance Working Group Remit
- Emergency Contacts and Responsibility List
- Business Classification Scheme
- Records Retention and Disposal Arrangements Schedule
- SP2.04 Back Up and Restore Policy
- RVJB - Disaster Recovery Plan v1

Element 11

- SPr.IT.22 Information Technology – Secure Disposal and Re-use of Equipment
- Records Destruction Arrangements – Restructa Certificate Supplied
- Paper Shredding Services Customer Service Agreement

Element 12

- RVJB.RM.01 Records Management Policy
- SP1.02 Acceptable Use Policy
- Governance Working Group Remit

Element 13

- RVJB.RM.01 Records Management Policy
- Governance Working Group Remit
- RVJB Confirmation Email from Internal Audit

Element 14

- SP1.01 Information Security Policy
- RVJB Minute of Agreement between three constituent councils and the Board
- User Agreement between Renfrewshire Council and RVJB (Electoral Services)
Same agreement exists in principle for Inverclyde Council & East Renfrewshire Council
- RVJB's Data Sharing Agreement Template

- Global Data Sharing Agreement with three constituent councils and the Board

Element 15

- No evidence held as no function of RVJB is carried out by a Third Party