Renfrewshire Valuation Joint Board

Records Management Plan
IG5

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

January 2016
Version 8

Title	Records Management Plan
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Approved By	Management Team
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Review History

Review No.	Details	Release Date

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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 on the online at:
www.legislation.gov.uk/asp/2011/12/part/1/enacted

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 14 elements of the Keeper's published Model RMP.

The 14 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.   Competency framework for records management staff

13.   Assessment and review

14.   Shared information

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 a regular intervals.

3.   Elements of the Plan

Element 1:   Senior Management Responsibility

Identify a person at senior level who has overall strategic 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	Alasdair MacTaggart Assessor & Electoral Registration Officer Renfrewshire Valuation Joint Board Robertson Centre 16 Glasgow Road Paisley PA1 3QF

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:   Operational Records Management Responsibility

Identify an individual within the organisation, answerable to senior management, to have operational responsibility for records management within the organisation.

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

Principle Administrative Officer (PAO) & Chair of the Governance Working Group	Shona Carlton PAO Renfrewshire Valuation Joint Board Robertson Centre 16 Glasgow Road Paisley PA1 3QF

Evidence:

- Statement from Assessor & Electoral Registration Officer

- RVJB.RM.01 Records Management Policy

- Job Profile of Principle Administrative Officer - Named Records Manager

Future Developments

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

A records management policy statement underpins effective management of an authority's records and information. It demonstrates to employees and stakeholders that managing records is important to the authority and serves as a mandate for the activities of the records manager.

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 intranet 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 1998 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

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

There are no planned future developments for Element 3, however this policy will be regularly reviewed to ensure it remains fit for purpose.

Element 4: Business Classification

A business classification scheme describes what business activities the authority undertakes– whether alone or in partnership.

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

There are currently no planned future developments, however the BCS along with the Retention Schedule will be under constant review as the organisation continues its development of the Records Management Plan, which will be reviewed as part of the Internal Governance Working Group's agenda. This working group has only recently been formed following the Keepers' request for the Board to submit an RMP. Previously Governance was an item on RVJB's Senior management Team's Agenda, however, going forward it has become clear a separate internal governance working group would better meet the requirements of the Board.

Element 5: Retention Schedules

A retention schedule is a list of records for which pre-determined disposal dates have been established.

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

A full migration to a new shared drive took place in 2013/14 at which time staff were given guidance on naming conventions and suitable storage locations for information held on the shared drive. However, to ensure this is carried out it is recognised that the current Retention Schedule pertaining to electronic files on the shared drive requires staff to be given further guidance and direction.

The Internal Governance Working Group will identify and determine the storage arrangements and the destruction, retention or archiving of electronic records.

It is intended that staff guidance will be made available following the group's recommendations with a commitment to creating a clear set of rules for staff going forward.

Element 6: Destruction Arrangements

It is not always cost-effective or practical for an authority to securely destroy records in-house. Many authorities engage a contractor to destroy records and ensure the process is supervised and documented.

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, Shred-it Limited 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 Shred-it Limited for on-site shredding when Shred-it Limited 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

- Shred-It Contract and Customer Service Agreement

Future Developments

A policy is currently being worked on regarding the management, including deletion of electronic records and their retention. These records should be deleted in accordance with this policy when it is finalised and it will include reference to the same limits detailed in the Records Retention and Disposal Arrangements Schedule.

Further consideration is being given to the possibility of an automated deletion of records being incorporated into the Board's IT system, which would ensure the timely destruction of those records deemed to have passed their retention date.

Element 7:   Archiving and Transfer Arrangements

This is the mechanism by which an authority transfers records of enduring value to an appropriate archive repository, specifying the timing of transfers and other terms and conditions.

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 1995 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 agendas 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

Information security is the process by which an authority protects its records and ensures they remain available It also maintains privacy where appropriate and provides for the integrity of the records.

RVJB has produced an Information Security Policy which summarises the security framework in place for records which fulfils the security commitments outlined in the Records Management Policy.

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 Standards.

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. Additionally all staff have been vetted to a basic level by Disclosure Scotland. All staff have access to the Board's Intranet which holds all relevant policies.

A bi-monthly 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 recent training session (September 2015) for all staff on Data Protection and Freedom of Information with an emphasis on their "role" and "responsibilities" when working under these frameworks. Prior to this all staff have been given "Protective Marking "training earlier in 2015.

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.

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 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 – Intranet access to all staff

Future Developments

There are no planned future developments for Element 8, however this policy will be regularly reviewed to ensure it remains fit for purpose.

Element 9:   Data Protection

An authority that handles personal information about individuals has a number of legal obligations to protect that information under the Data Protection Act 1998.

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 1998 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.

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.

As a Data Controller, RVJB is registered as such with the Information Commissioner's Office (ICO). The Board's Registration can be viewed on the ICO website, www.ico.gov.uk . The Registration number is: **Z6615939**

Evidence:

- Data Protection Policy

- SP1.01 Information Security Policy

- RVJB IT.01 Security of IT Systems – Guidance for Staff

- Certificate from Information Governance Training

Future Developments

There are no planned future developments for Element 9, however this policy will be regularly reviewed to ensure it remains fit for purpose.

Element 10: Business Continuity and Vital Records

A business continuity and vital records plan serves as the main resource for the preparation for, response to, and recovery from, an emergency that might affect any number of crucial functions in an authority.

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 will allow data to be restored from up to 3 years previously are now carried out since the new PSN Approved Network was built and brought into service in September 2014.

A list of Key Contacts has been created to allow all necessary personnel/contractors/stakeholders to be contacted in the event of a catastrophic event.

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

Future Developments

A Business Continuity Plan (BCP) is currently being finalised by the Internal Governance Working Group to ensure the Board's key records and systems are protected and are available as soon as possible in the event of, and following, an emergency.

An IT Disaster Recovery Plan (DRP) is currently being formalised for electronic records and the electoral registration service. This is awaiting final agreement from our lead authority.

The internal Governance working group will review BCP and DRP at each of its meetings and keeps such matters under review.

Element 11: Audit Trail

An audit trail is a sequence of steps documenting the movement and/or editing of a record resulting from activities by individuals, systems or other entities.

At present, electronic systems within the authority are able to provide audit trails for electronic records.

Audit trail for paper files is not currently in place.

Evidence:

- SPr.IT.22 Information Technology – Secure Disposal and Re-use of Equipment

- Records Destruction Arrangements – Restructa Certificate Supplied

- Shred-It Contract and Customer Service Agreement

Future Developments

For Paper files a simple logging out sheet requires to be implemented for those paper property records and this will be added to the Internal Governance Working Group's remit.

Element 12: Competency Framework for Records Management Staff

A competency framework lists the core competencies and the key knowledge and skills required by a records manager. It can be used as a basis for developing job specifications, identifying training needs, and assessing performance.

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 an NRS Surgery and in addition has attended in house Information Governance training course.

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

Annual objectives in relation to Records Management at present include the conclusion and submission of the Records Management Plan to the Keeper of the Records of Scotland for approval and its implementation together with critical review during the course of the year at Governance Working Group meetings and annual review of the Plan.

Evidence:

- RVJB.RM.01 Records Management Policy

- SP1.02 Acceptable Use Policy

- Governance Working Group Remit

- Job Profile of Principle Administrative Officer - Named Records Manager

Future Developments

The person responsible for operational records management will be afforded the opportunity to attend any relevant courses, seminars or conferences as and when required.

Element 13: Assessment and Review

Regular assessment and review of records management systems will give an authority a clear statement of the extent that its records management practices conform to the Records Management Plan as submitted and agreed by the Keeper.

The Records Management Plan and Records Management Policy will be subject to the Board's governance, monitoring and review process. The RMP will be formally reviewed on an annual basis by Renfrewshire Councils Internal Audit Team .

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

Group	Governance/Scrutiny Role
Governance Working Group (Chaired by Records Manager and relevant members)	Developing and implementing policies and procedures relating to the plan and monitoring/reporting progress. Quarterly reporting to be made to SMT. Reviewing and implementing policies, procedures and standards. Monitoring projects relating to this plan. Quarterly reporting to be made to SMT. Scrutinise and review the plan and supporting strategies, policies and progress with a focus on any highlighted Future Developments. Quarterly reporting to be made to SMT.
Senior Management Team	Approval of the plan and associated strategies, policies and review of the quarterly report.
Assessment & Review	Renfrewshire Councils Internal Audit will audit sections of the plan annually, this will be carried out in consultation with the Records Manager.

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

Future Developments

Any Future Developments highlighted in the agreed RMP will be actively pursued and reported to Senior Management.

Element 14: Shared Information

Under certain conditions, information given in confidence may be shared. Most commonly this relates to personal information, but it can also happen with confidential corporate records.

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.

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

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.

4. Contractors

Prospective tenderers should note that as a Scottish Public Authority, the Council is bound by the provisions of the Public Contracts (Scotland) Regulations 2012.

In terms of the Public Records (Scotland) Act 2011 all public records managed by the Authority must be managed in accordance with the Records Management Plan (RMP), which has been approved by the Keeper of the Records of Scotland.

The RMP, and the guidance issued by the Keeper, indicate that certain records created by the successful tenderer(s) appointed under this tendering exercise are themselves likely to be considered as "public records" under section 3(1) of the Public Records (Scotland) Act 2011. The Council is accordingly obliged to take steps to ensure that these records will be managed properly during their operational lifetime, and that appropriate steps will be taken to ensure they are retained for a suitable period after they cease being operational (which may include identifying records for transfer to permanent archive).

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

5.   List of supporting evidence

Specific to the 14 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
- Job Profile of Principle Administrative Officer - Named Records Manager

Element 3
- 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

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
- 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
- Shred-It Contract and Customer Service Agreement

Element 7
- Records Retention and Disposal Arrangements Schedule
- SP1.01 Information Security Policy
- [Link to RVJB's agendas 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
- 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 – Intranet access to all staff

Element 9
- Data Protection Policy
- SP1.01 Information Security Policy
- RVJB IT.01 Security of IT Systems – Guidance for Staff
- Certificate from Information Governance Training

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

Element 11
- SPr.IT.22 Information Technology – Secure Disposal and Re-use of Equipment
- Records Destruction Arrangements – Restructa Certificate Supplied
- Shred-It Contract and Customer Service Agreement

Element 12
- RVJB.RM.01 Records Management Policy
- SP1.02 Acceptable Use Policy
- Governance Working Group Remit
- Job Profile of Principle Administrative Officer - Named Records Manager

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