

Stakeholder Meeting 23 August 2018

Flipchart conclusions from discussion group on Elements 5, 6 & 7

Element 5. Retention schedules

Outcome: All records have retention periods agreed and applied. These decisions are periodically reviewed

What does good look like?

- Meets statutory regulations (where applicable)
- Meets business requirements
- Applied at the point of creation
- All staff know where the information is held/can be found
- Reviewed regularly

Element 6. Destruction of records

Outcome: Records due for destruction are destroyed in a timely and appropriate manner

What does good look like?

- Confidential records are securely destroyed
- Records destroyed in accordance with the retention schedule
- All copies are destroyed
- Destruction procedures are systematic
- Destruction is recorded

Element 7. Archiving and transfer to archives

Outcome: All records of enduring value (organisational, legal, cultural and personal) are recognised as such, are selected, preserved and made accessible in an appropriate repository

What does good look like?

- Selection is format neutral
- The repository meets “proper arrangements”
- Records are identified in the retention schedule
- There is a preservation strategy (forward planning)
- Accessibility is maintained/considered