

## **NAS Staff responsibilities**

Everyone within the NAS is responsible for ensuring that the records they create or maintain comply with the requirements in this policy. Specific duties will be written into job descriptions.

### **Senior Management**

- Senior management recognise the importance of maintaining a corporate memory of events and activities and is committed to providing sufficient staffing, technical and organisational resources to ensure that the above requirements for dealing with records can be achieved and maintained.

Senior management will make provision for a regular review of the NAS Records Management Policy and will instigate modifications when necessary.

### **Line Managers**

- Familiarise themselves with, and follow, NAS's records management procedures and practices and ensure that their staff do likewise.
- Ensure that, where necessary, staff have appropriate security clearance to do their jobs effectively.
- Identify staff training needs and arrange for these to be addressed.
- For their own areas, oversee the application of retention schedules and provide input into their development.
- Undertake management and statistical reporting.
- Ensure records are held in appropriately secure conditions, depending on their classification.

### **Operating staff**

File items promptly and accurately.

- Identify final versions.
- Send information to the relevant people.
- Ensure records can be accessed as needed.
- Protect security-designated information.
- Follow closure and disposition procedures.

### **Records management system managers and administrators**

- Support users.
- Issue guidance and provide training.
- Monitor proper functioning of records management systems.
- Create and maintain security rights
- Ensure records management systems stay in line with developments in best practice.
- Administer the records management and registry systems.