

From the 'Section 61' Code

1.7 Induction and other training to ensure that all staff are aware of the authority's records management policies, standards, procedures and guidelines and understand their personal responsibilities. This should be extended to temporary staff, contractors and consultants who are undertaking work is to be documented in the authority's records. If the organisation is large enough to employ staff whose work is primarily about records and information management, they should be given opportunities for professional development;