

Statement of Responsibility for Records Management

February 2017

Purpose of Statement

The Public Records (Scotland) Act 2011 requires an authority's records management plan to identify the individual who is responsible for management of the authority's public records, and (if different) the individual who is responsible for ensuring compliance with the plan.

The Keeper of the Records of Scotland's in agreeing an authority's plan will wish to be assured that proper provision has been established for the day-to-day management of the authority's records, and therefore require evidence to be submitted confirming the name and job title of the person or persons responsible for the day-to-day operation of the activities described in the authority's plan.

Current best practice guidance, also advises authorities to appoint a designated member of staff of appropriate seniority to have lead responsibility for records management within the authority.

Lead Responsibility

The individual with lead responsibility for records management within National Records of Scotland (NRS) is the Head of Data Resources, Gerry Donnelly. Gerry is a senior manager and member of the NRS Business Leadership Group.

He also has lead responsibility for other information governance functions within the organisation, including Data Protection, Freedom of Information, Information Security and Information Assurance.

“National Records of Scotland is an organisation that exists to preserve, share and add value to Information. We aim to use the information entrusted to us in efficient and cost effective ways that maximise the benefits to the public that we can deliver, while ensuring that we maintain their trust to handle information of national importance. Achieving this is impossible without good records management that operates with efficiency, transparency and accountability. I fully endorse the commitment to good records management set out in the NRS Records Management Policy and Records Management Plan. I fully support the Head of Records Management in the day-to-day operation of records management within NRS and in the provision of direction and guidance to colleagues. Our governance structure enables the Records Manager to report issues and promote strategies for the improvement of recordkeeping across the organisation and delivery of this is embedded in plans going forward. NRS will strive to achieve best practice in records management, not only for the significant benefits this will deliver to our business, but also so that we can meet our obligations as the national recordkeeping body within Scotland and look to provide responsible, realistic and useful advice to other recordkeeping professionals within Scotland.”

Gerry Donnelly
Head of Data Resources

Operational Responsibility

The individual with responsibility for the day-to-day operation of records management in NRS is the Head of Records Management, John Simmons. John is professionally qualified and has over 20 years' experience of working in archives and records management.

As the responsible officer for records management, he provides regular updates to senior managers on records management, and works closely with representatives from all business areas within the organisation to develop, monitor and review corporate records management policies, procedures and solutions. He also acts as Data Protection and Freedom of Information Officer for NRS.

“National Records of Scotland’s business records are a vital corporate asset and must be managed effectively from creation through to disposal, in order to provide evidence of our actions and decisions, demonstrate transparency and accountability for such actions, meet all legislative and regulatory requirements (including the Data Protection Act 1998, the Freedom of Information (Scotland) Act 2002 and the Public Records (Scotland) Act 2011), support our decision making processes, and protect the assets and rights of all of our stakeholders. Working closely with those responsible for the management and coordination of all other information governance functions within NRS, I aim to ensure that all staff within the organisation are appropriately trained and made aware of the importance of records management and of their roles and responsibilities in line with its practices. I aim to provide regular, up-to-date, relevant and practical advice to all NRS colleagues, in the day-to-day management of their records and to disseminate this advice further, to other recordkeeping professionals in Scotland. I fully support the senior responsible officer for records management in the delivery of comprehensive, compliant and best practice recordkeeping solutions across the organisation.”

John Simmons
Head of Records Management

Reporting Structure

Line of reporting for records management and information governance within NRS.

