

transportfocus



TRANSPORT FOCUS
RECORD MANAGEMENT POLICY

Overview

The Policy is designed to meet the needs of TRANSPORT FOCUS for effective Records Management, in accordance with the relevant legislation and guidance.

TRANSPORT FOCUS has a commitment to ensure all information it creates or collects is utilized in the best possible way. Effective Records Management is key part in maintaining this commitment. Records and the information they contain are a vital asset to our organization, providing evidence of the work we carry out and as a tool to ensure that work is carried out effectively.

Managing our records effectively provides us with the information we need to fulfil our role. It also protects our interests, and those of the Department for Transport and the General Public for whom we carry out our role.

Policy Statement

TRANSPORT FOCUS shall:

- Create, manage and dispose of all records in accordance with all appropriate and relevant legislation, including the Lord Chancellors Code of Practice on the management of records issued under Section 46 of the Freedom of Information Act 2000.
- Ensure all records are managed in accordance with BS ISO 15489 (International Standard for Record Management)
- Adopt best practice procedures for the management of records where possible and / or practical.
- Facilitate the release of relevant and appropriate information from its records under the provisions of the Data Protection Act 1998, Freedom of Information Act 2000, Environmental Information Regulations 2004 and all other relevant legislation.
- Seek to protect the integrity of those records held by utilizing best practice measures in terms of Information Security.

Scope: What does the Policy relate to?

This policy covers all information, data, documents and records created, stored archived and destroyed by TRANSPORT FOCUS in whatever format they are held. It includes:

- Documents generated by computer desktop applications
- Registered files
- E-mails
- Data held in operational databases
- Paper operational files
- Support function paper files and data generated by business units such as HR and Finance.

Whilst this is not a complete list it is designed to show the extent of the coverage of this policy.

Scope: Who does the Policy relate to?

The policy relates to ALL TRANSPORT FOCUS Staff, contractors, consultants and secondees who create, collect or have access to records held by TRANSPORT FOCUS in pursuance of its role. The policy aims to ensure all staff are aware of their responsibility to manage records in an effective and efficient manner.

Roles & Responsibilities

All Staff

Responsible for the maintenance of “live” records, ensuring they are up to date and relevant, and compliance with all relevant legislation and standards.

Chief Executive Officer (CEO)

Allocating responsibilities for Information Management to officials, whilst retaining personal responsibility to parliament, with regards to compliance.

Chief Information Officer (CIO)

The CIO acts as the Senior Information Risk Owner (SIRO), responsible for managing departmental information risks, including those attached to the management of records.

Agency Records Officer (ARO)

Responsible for the maintenance of the Records Management Policy and Procedures, management of the Records Management Team and ensuring records are maintained during their lifecycle in compliance with relevant legislation.

Also responsible for providing advice and guidance to the organization on matters concerning records management and providing information to our parent organization (DfT) and the National Archive as and when required.

Visit our website:

<http://www.transportfocus.org.uk/>

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