



**POLICE**  
**SCOTLAND**  
Keeping people safe

## RECORDS MANAGEMENT

### Policy

<b>Owning Department:</b>	Records Management
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<b>EIA Completed:</b>	Yes
<b>ECHR compliant:</b>	Yes
<b>Data Protection compliant:</b>	Yes
<b>FOI compliant:</b>	Yes
<b>Health &amp; Safety compliant:</b>	Yes
<b>GPMS compliant:</b>	Yes
<b>Records Management compliant:</b>	Yes

## **Records Management Policy**

Effective records management ensures that reliable records are available when required by the Police Service of Scotland.

The Police Service of Scotland is committed to the management of records which properly document its functions, activities and transactions throughout their lifecycle. This is in order to increase operational effectiveness, improve business efficiency, and facilitate public accountability. In doing so, the approach will support the service delivered by our partners through effective information sharing; protect both members of the public and its own officers and staff; and comply with all legislative and regulatory requirements.

The Chief Constable is legally responsible for ensuring compliance with this Policy, but the Deputy Chief Constable in the role of Senior Information Risk Officer is responsible for ensuring that appropriate arrangements are put in place for its implementation across the Service.

The Service Records Manager is responsible for preparing a Records Management Plan in compliance with the requirements of the Public Records (Scotland) Act 2011 and submitting it for the approval of the Senior Information Risk Officer.

Upon approval of the Plan, the Records Manager will be responsible for submitting it to the Keeper of the Records of Scotland for agreement. The Records Manager will be responsible for developing and implementing procedures to ensure compliance with the Plan and this Policy, making arrangements for the provision of records management training and guidance to all relevant staff, auditing compliance with all aspects of Records Management Policy and procedure, and reviewing the Plan, Policy, and procedures regularly to ensure that they continue to comply with all legislative and regulatory requirements and best practice.

Officers and police staff who create, receive, manage, and dispose of records are responsible for complying with the Policy and any supporting Standard Operating Procedures. They should ensure that records are accurate, organised, accessed, used and disposed of according to the business classification scheme, defined business functions / activities and the records retention schedule. It is their responsibility to ensure that all records management procedures and guidelines are complied with. Disposal of records must always be undertaken in accordance with the Government Protective Marking Scheme (GPMS) and the Destruction of Records Standard Operating Procedure(s).

All records created or received by officers and police staff in the transaction of business are the property and responsibility of the Service. Records are not the personal property of those who create or manage them. Authorised personnel shall have access to all appropriate records and records shall be protected from unauthorised access.