



**Aberdeen Performing Arts**  
**Records Management Policy**

Version Date	June 2021
Owner	Director of People and Place
Date Ratified	
Board/CEO	
Date of Review	31 May 2023

## RECORDS MANAGEMENT POLICY

### NOTICE TO STAFF

**This policy supports legislation – laws that affect Aberdeen Performing Arts.  
Failure to work in line with this policy could be a disciplinary offence.**

### Purpose

The purpose of this policy is to establish a single framework to ensure that a records management function is established within Aberdeen Performing Arts. This will ensure that records are managed in a way that supports the sharing of knowledge and information; that sustains or preserves records; and allows information to be easily retrieved at any time.

### Background

As a cultural organisation in receipt of government funding, from 1 April 2014, Aberdeen Performing Arts will be subject to The Freedom of Information (Scotland) Act 2002.

As a result of this change to legislation, Aberdeen Performing Arts will also be subject to The Public Records (Scotland) Act 2011. This Act states that bodies covered by the PRSA must prepare and implement a records management plan which sets out the proper arrangements for the management of their records.

### Aims

In establishing a framework for the management of records, this policy aims to:-

- Ensure that all records created and held by Aberdeen Performing Arts are authentic, secure, accessible, useable and maintain their integrity
- Provide a consistent, centralised system for the management of records in order to fulfil statutory requirements
- Ensure that records are disposed of in an appropriate manner (including confidential disposal where necessary) and in accordance with the Records Retention Schedule

### What is a 'Record'

A record is defined as:-

- Documents – both digital and paper (including written)
- Computer files – including databases, spreadsheets and presentations
- Emails
- Reports

Aberdeen Performing Arts' records are the property of Aberdeen Performing Arts. All records created or received by Aberdeen Performing Arts staff in the course of their employment are the property of Aberdeen Performing Arts and subject to its control.

### Storage and Access

The basic rules of storing files and documents are:-

- Duplicate copies of the same papers should not be filed/saved
- Files/documents should only be stored in designated storage cabinets/folders – they should **never** be stored in personal drawers/drives
- We operate a clear desk policy to ensure the security of confidential information.

## File naming

New file storage systems – like the intranet – are browser based: they work like Google... rather than trying to second guess where something has been filed, users will use ‘search’. Titles should be clear and succinct. Tags should describe the content. Documents will be automatically date and time stamped and the owner will be named. For example, when saving this document these tags might be used: “data protection | record management policy | freedom of information | archives | archiving | document storage | files | folders”.

## Data Protection

To protect individuals’ privacy and ensure good practice in information handling, access to records of that identify an individual or contain confidential or commercial information will be restricted to nominated staff eg Finance staff for payroll; HR staff for personnel records; line managers for staffing information; box office staff for sales information.

## Destroying records

As a rule, the following types of records have no significant operational, informational or evidential value. They can therefore be destroyed as soon as they have served their primary purpose.

- Announcements and notices of meetings and other events, and notifications of acceptance or apologies
- Requests for brochures or other information such as maps and travel directions
- Transmission documents: letters, emails, FAX cover sheets, compliment slips and similar items which accompany documents but do not add any value to them
- Old address lists, distribution lists etc
- Duplicate documents such as ‘cc’ and ‘fyi’ copies and unaltered drafts
- Personal diaries and address books
- Working papers where the results have been written into an official document and which are not required to support it

## Accountability

Responsibility for information and records management lies with:

Responsible Director	Director of People and Place
Responsible Manager	Finance Manager
Day to day management	Executive Assistant
Individual responsibility for adhering to policy	ALL STAFF <b>Failure to adhere to this policy and any related guidance could be regarded as a disciplinary offence.</b>

## Implementation, monitoring and review of this policy

The Director of People and Place has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally when necessary.

Subject to any legal or contractual obligations, the provisions within this policy may be amended or withdrawn at any time at the discretion of Aberdeen Performing Arts. The organisation will comply with all relevant legislation and consultation will take place on any changes as part of maintaining a positive employee relations climate. In this respect, the policy will be amended from time to time to reflect legislation and / or best practice.

Any queries about this policy should be addressed to the Executive Assistant

This policy has been written with regard to other relevant policies, namely the Records Retention Schedule, The Freedom of Information, Information Security and Data Protection policies.