Information Lifecycle Policy

1. Overview

Information lifecycle or document and records management (DRM) sets out the principles for managing information throughout the phases of its lifecycle: creation, maintenance, use, distribution and destruction. The Council complies with the Public Records Act and hence has a duty to make arrangements for the safe keeping and eventual disposal of all types of its records.

DRM is a discipline requiring active staff involvement under the guidance of the Council's Records Management Centre (RMC). However it also needs a "fit for purpose" ICT system to manage these documents and records and share them securely and efficiently.

The Council currently has documents and records stored in many different. Ownership and copyright of Council records will be retained by the Council at all times (as the 'data controller' as defined by the DPA 1998) and not with any individual.

2. Scope

Remember, ANY kind of staff member working for the Council must abide by our Information Governance policies when dealing with any type of information. Failure to comply could result in disciplinary action.

3. Purpose

By complying with this policy you will be implementing the Council's objectives of:

- Creating and maintaining information which is accurate, complete and consistent, in order to fulfil the Council's statutory, legal and business requirements. See the Council's Data Quality Policy

- Providing a trusted version with confidential information removed which can be shared and provided as required. See the Council's Transparency Policy, Data Protection Policy and Information Sharing Policy

- Improving efficiency and reducing costs

4. Policy Statements

As a Council, we will ensure that all staff:

- Store information in the DRM system where access is available.
- Store information on the network in the designated area.
- Ensure information is accurate - this will require sharing some data types with other business units so we are all working with the same up-to-date information.
- Name documents in a consistent manner.
- Maintain a "Document Control" section - An example of this is the back page of this policy. This is the element of a document which maintains "version control" and creates an audit trail of how the document has changed over time and why.
- "Redact" (hide) confidential information in line with RMC guidance.
- Undertake document management training when provided/offered.

- And in particular that, system owners work with their key business users to manage and maintain accurate records in line with the relevant procedure. RMC specifically, must work with key business users to manage the archiving of offsite records and enforcing of scanning standards.

Document and Records Management Policy

Document Control

Reference Number	Version	Status
IG RM	V4.0	final

Document Author(s)	Directorate	Issue Date
Edward Glebocki	ICT	February 2013

Document Objectives
Sets out the approach taken within LBRuT to provide a robust Records Management framework for the current and future management of information.

Intended Recipients
All staff with records management responsibilities

Groups / Persons Consulted
All Information Governance Group members Directorate DMTs

Linked Policies / Strategies
Record Keeping Procedure Retention and Disposal of Records Procedure Corporate Retention Schedule

Training Resource / Implications
TBA

Does this document need an Equality Impact Needs Assessment (EINA)?	If no EINA completed, please justify below:
No	N/A

Review Contact	Review Date
Corporate Information Manager	TBA [12 months from approval date]

Does this document need approval?	Date Approved
Yes	TBA

Approving Body	Approving Body Chair
Information Governance Group	Adrian Boylan

Version Control

Version	Date	Status	Author	Change Description
0.1D	Jan 2009	Initial draft	ME/MB	Document Created
0.2D	Mar 2009	Draft	ME	Comments from Matthew Ginn and general text changes
0.3D	Sept 2009	Draft		Comments from Matthew Ginn and general text changes
0.4D	17 Sept 2009	Draft		Comments from Janet Reynolds. Some general text changes
0.5D	23 Sept 09	Draft		Changes to scanning section by Madeleine Escott
0.6D	24 Sept 09	Draft		Comments from Edward Glebocki
0.7D	24 Sept 09	Draft		Comments and changes to text from Graham Hawtin
0.8D	10/11/09	Draft		Finance & Corp Servs DMT comment
0.8D	17/11/09	Draft		Further comments changes added by Matt Ginn
V1.0	9/12/2009	Final		Agreed by IGG on 9/12/2009
V2.0	20/6/12	Draft update		IMP policies review project
V3.0	12/10/2012	Final Changes to update		Formatting
V4.0	13/02/2013	Final version	CB	Formatting