

PRSA ELEMENTS, DESCRIPTIONS AND STATUS

	Element	Description	Status & Comments
1	Senior Management Responsibility	Identify an individual at senior level who has overall strategic accountability for records management.	Complete – see report
2	Records Manager Responsibility	Identify an individual within the authority answerable to senior management, to have day to day operational responsibility for records management in the authority.	Compliant / Almost Compliant
3	Records Management Policy Statement	A policy statement underpins effective management of an authority's records. It demonstrates to employees and stakeholders that managing records is important to the authority and serves as a mandate for the activities of the records manager.	Not Yet Compliant <u>Notes:</u> Records Officer to redraft and expand existing Records Management Policy.
4	Business Classification	A business classification scheme describes what business activities the authority undertakes – whether alone or in partnership.	Not Yet Compliant <u>Notes:</u> Records Officer to meet with representatives from each service area and then compile a BCS.
5	Retention Schedules	A retention schedule is a list of records for which pre-determined disposal dates have been established.	Compliant / Almost Compliant

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6	Destruction Arrangements	An authority's RMP must demonstrate that proper destruction arrangements are in place reflecting security precautions appropriate to the sensitivity of the records. Disposal arrangements must also ensure that all copies of a record – wherever stored – are identified and destroyed	Compliant / Almost Compliant <u>Notes:</u> We are currently compliant with regard to paper records transferred to the Records Centre. Proper destruction procedures in offices will be underpinned by training and the cultural changes outlined in the report. Appropriate destruction arrangements for electronic records will be rolled out with the EDRMS.
7	Archiving and Transfer Arrangements	This is the mechanism by which an authority transfers records of enduring value to an appropriate archive repository, specifying the timing of transfers and other terms and conditions.	Not Yet Compliant <u>Notes:</u> Records Officer to write up archiving arrangements in liaison with the Local Studies Officer.
8	Information Security	This is the process by which an authority protects its records and ensures they remain available. It is the means by which an authority guards against unauthorised access and provides for integrity of the records. Robust information security measures are an acknowledgement that records represent a risk as well as an asset.	In Progress
9	Data Protection	An authority that handles personal information on individuals has a number of legal obligations to protect that information under the Data Protection Act 1998.	Compliant / Almost Compliant

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10	Business Continuity and Vital Records	A business continuity and vital records plan serves as the main resource for the preparation for, response to, and recovery from, an emergency that might affect any number of crucial functions in an authority.	Not Yet Compliant <u>Notes:</u> Records Officer to liaise with necessary officers across the Council including IT & Facilities services and then draft a plan. Testing will be arranged with relevant services.
11	Audit Trail	This is a sequence of steps documenting the movement and / or editing of a record resulting from activities by individuals, systems or other entities.	Compliant / Almost Compliant
12	Competency Framework for Records Management Staff	This lists the core competencies and the key knowledge and skills required by a records manager. It can be used as a basis for developing job specifications, identifying training needs and assessing performance.	In Progress
	Element	Description	Status & Comments
13	Assessment and Review	Regular self-assessment and review of records management systems will give an authority a clear statement of the extent that its records management practices conform to the Records Management Plan as submitted and agreed by the Keeper.	Not Yet Compliant <u>Notes:</u> Records Officer to write up review and assessment plan.
14	Shared Information	Under certain conditions, information given in confidence may be shared. Most commonly this relates to personal information, but it can also happen with confidential corporate records.	Compliant / Almost Compliant