

RECORDS MANAGEMENT POLICY

Policy Statement

In order to fulfil its operational responsibilities, Public Health Wales receives and generates significant volumes of data and information. All recorded information is recorded in a document or record, and as such needs to be managed throughout what is known as the record's lifecycle:

- Creation (which includes receipt)
- Use or maintenance (processing)
- Storage, naming and retention
- Destruction or archiving
- Version Control

The aim of this Policy is to set out the organisational direction and guidance on how records should be managed throughout their lifecycle.

For the purposes of this Policy, records can be defined as:

- Records which constitute or contain personal data;
- Corporate or business records

All records that constitute personal data will be managed in accordance with the requirements of [UK data protection legislation](#) and such records will only be managed under this Policy where there is a clear, documented legal basis for doing so.

All corporate or business records will be managed in line [with the Lord Chancellor's Code of Practice on Records Management](#). Public Health Wales will only create, use, store or destroy records if there is a clear business requirement to do so.

Whilst it is recognised that a completely paperless environment is may be unrealistic at this point in time, staff will make every effort to ensure that records are created and stored in electronic form wherever possible, and unless there is a compelling reason for deviation, all records should be managed through MS SharePoint in accordance with published [procedures](#) and [guidance](#). Where there is a requirement for paper records to be managed, this will be done in accordance with published procedures.

Executive responsibility for the delivery of the Records Management Programme sits with the Executive Director of Quality, Nursing and Allied Health

Professionals who will ensure that sufficient resource is in place to establish and maintain an effective system for Records Management.

Linked Policies, Procedures and Written Control Documents

[SOP - Public Health Wales Records Management Procedure DRAFT FEB2023 v2.docx](#)

[GUI - PHW Guidance on Record Creation, Retention & Destruction DRAFT 2023.docx](#)

Scope

This policy covers all recorded information in any format including electronic, paper and other media i.e. CCTV recordings and Photographs. It is applicable to all employees, secondees, honorary contracted staff, volunteers and contractors who have access to such records.

Equality and Health Impact Assessment	Information Governance Policy EQIA
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Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Corporate Governance](#).

Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments