

RECORDS RETENTION MANAGEMENT ACTION PLAN 2018-19

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	Issue Identified	Action Required	By whom	By When	Progress	Status
1.	<u>Publication Scheme</u> Each service must have in place a record keeping system that documents its activities and provides for quick and easy retrieval of information. This will assist with complying with the Record of Processing Activity which is a requirement of DPA 2018	Publication Scheme exists, needs to be updated. Top 10 asset register already done, now need to work on full registers.	Group Managers Team/Group Manager for Governance, Performance and Data Security	31 October 2018		
2.	<u>Job Descriptions</u> Staff with specific responsibilities for record management will have these clearly defined in their job descriptions.	Job descriptions to be reviewed.	Group Manager for Governance, Performance and Data Security	31 August 2018		
3.	<u>Training</u> Group Managers will ensure that staff responsible for managing records are appropriately trained or experienced and that all staff understand the need for records management.	Mandatory training in place, needs updating for DPA 2018.	Group Managers/Group Manager for Governance, Performance and Data Security	31 August 2018	LMS training session booked for 11 July 2018.	
4.	<u>Record Security</u> Paper copies of documents must be held securely. Documents containing personal data must be locked away when unattended.	Clear desk policy Key pad access to Elections/ Members Services Office.	All Electoral Services Manager	1 July 2018 31 August 2018		
5.	<u>Corporate Document Retention Schedule</u> For many years MDDC used the Records Management Society of Great Britain Retention Guidelines for Local Authorities; this document	Produce MDDC specific document schedule.	Group Managers Team/Group Manager for Governance, Performance	31 October 2018	Partly in response to this MDDC has taken out a subscription to the LG Inform Plus from the LGA which	

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	still has a place but dates to 2003 and is 87 pages long. A schedule exists, but is not MDDC specific and does not include all services.		and Data Security		in addition to other features offers a retention schedule.	
6.	<u>Record Disposal</u> We have a confidential waste supplier in place who meets the requirements of GDPR. The current sacks are not handled securely whilst on our own premises.	Replace sacks with lockable consoles and wheelie bins, Carlu Close already has a bin.	All/Group Manager for Governance, Performance and Data Security	31 July 2018	2 delivered so far in PH	
7.	<u>Information Audits</u> Complete a programme of information audits to monitor compliance with these actions and GDPR generally. Report the results to Leadership Team	Complete a programme of information audits to monitor compliance with these actions and GDPR generally.	Group Manager for Governance, Performance and Data Security	To start in November 2018		