

Records Management Strategy 4: Storage of non-active records

New policy number: **578**
 Old instruction number: **MAN:A015:a5**
 Issue date: **16 April 2008**
 Reviewed as current: **10 May 2023**
 Owner: **Chief Information Officer (CIO)**
 Responsible work team: **IM Document Management**

Contents

- 1 Introduction 2
- 2 Non-active paper records 2
- 3 Electronic records in shared drive folders 3
- 4 Electronic records in SharePoint 3
- 5 Retaining email records 3
- Document history 4

1 Introduction

- 1.1 Two of the general principles which underpins the Brigade's records management strategy are that "The procedure for handling records, and making decision about disposal (including destruction or archiving), must take full account of the need to preserve important information" and that "Records must be created and maintained in such a way as to make sure they are legible at all times throughout the period for which they may be needed".
- 1.2 When records are no longer needed to support day-to-day business activity they are classed as non-active. In accordance with the records management strategy, it is unlikely that such records can be destroyed. To make the best use of office space, non-active records should be passed to the record centre for secure but accessible storage.
- 1.3 This policy explains how to send paper records for storage in the Brigade's records centre and how electronic records will be eventually managed using the SharePoint records management facility.
- 1.4 The Records Centre is run by the Information Management Document Management Team (DMT).

2 Non-active paper records

Depositing non-active paper records with the Records Centre

- 2.1 **To deposit paper records in the Records Centre you will need:** Storage boxes and labels, these can be obtained by contacting the document management team by e-mailing the Records Services mailbox or by telephoning extension 30380. You can then access the online archiving system and guide on hotwire using this link [archives and records](#). You should read the guide before proceeding with your archiving.
- 2.2 **Delivery and collection of records storage boxes:** Contact the Document Management Team to arrange your collection of empty boxes and labels. Once completed, departments will need to deliver the boxes to the Union Street Mail Room during the opening hours of 10.00 and 1600 Monday to Thursday. Non Union Street staff can arrange collection by emailing the Procurement Department '[Day Van Service](#)'.
- 2.3 **Storage boxes and lids:** When assembling boxes, you should be careful as they may have sharp edges. Boxes should not be overfilled when packed as they are a very tight fit on the Records Centre shelving and we may have to return them if they do not fit on the shelves.
 - **Box labels:** Please number the boxes using these labels and stick one to the end of each. You must make sure the numbering tallies with the box numbers created by the online archiving system. The box label should include the date the online inventory was submitted and the sender's name.
- 2.4 **Completing the online archiving process:** The guide will take you through the process of listing the contents of the records you are archiving. You will need to list each record, references (where applicable) and the dates of the records.

Report of records sent for storage

- 2.5 DMT will send you a report ('Record of Consignment for Storage') which details all the records you have sent for storage when your folders have been transferred into the Records Centre database. It will show the reference numbers allocated to each record and how to retrieve them from the Records Centre.

Review of records

- 2.6 All non-active records deposited in the Records Centre will be given a review date in accordance with the Brigade-wide retention schedule. The review date will vary according to the type of record being deposited and will be agreed with the depositing department.
- 2.7 When your records reach their agreed review date (see RMS note 5 on the retention of records), the DMT will forward a report requesting they are reviewed with a view to (a) destroying them; (b) assigning a further period of retention; and (c) permanent retention because they are of historic interest (Policy number 572 - Records management strategy 6 : preserving documents and records of historic interest).

3 Electronic records in shared drive folders

- 3.1 Network shared drives are not a secure way of storing non-active electronic records and should no longer be used. Advice should be sought about transferring information held in shared drives to the Brigade's DMS SharePoint.

4 Electronic records in SharePoint

- 4.1 Electronic records need to be retained in a similar way to paper records. When electronic documents become records, they need to be protected from change (whether deliberate or accidental) and secured from deletion and marked for retention.
- 4.2 SharePoint is being updated to allow for the review and disposal of records in line with retention periods.

5 Retaining email records

- 5.1 Some business emails should be retained as records. See Policy number 580 - Records management strategy 8: managing emails that are records.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	17/08/08	SDIA	18/05/23	HSWIA	12/05/23	RA	
-----	----------	------	----------	-------	----------	----	--

Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	Updated the property services helpdesk extension number	21/05/2010
Throughout	Policy reviewed as current. Minor changes made throughout removing reference to EDRMS where it was not needed. Please read to familiarise yourself with the content.	20/05/2011
Page 2, para 1.3 Page 2, para 2.3	Word 'management' added to line 2. Sentence added to column 2.	16/06/2014
Assessments	SIA date added.	24/06/2014
Throughout Page 4	Minor changes to wording throughout, including wording of title. 'Subjects list' table - template updated.	19/01/2015
Page 2 Page 3	Major changes to reflect change from using transmittal list to using online archiving system. Adding advice on using EDMS rather than shared drives.	19/10/2017
Throughout	Minor terminology changes made to the content.	24/08/2020
Page 2	A warning heading has been added to this policy.	12/07/2021
Page 2 Pages 2 & 3, para's 2.5 & 2.6 Throughout	Warning removed. Paras referencing archiving transmittal lists removed. Minor amendments throughout. Reviewed as current.	10/05/2023
Page 4	SDIA updated.	19/05/2023

Subject list

You can find this policy under the following subjects.

Records management	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification