

REPORT TO: Cabinet

MEETING DATE: 10 June 2014

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: East Lothian Council Retention Schedule

1 PURPOSE

- 1.1 To approve the East Lothian Council Retention Schedule required by the Public Records (Scotland) Act 2011, in advance of the submission of the Records Management Plan of which it will form a significant part.

2 RECOMMENDATIONS

- 2.1 That Cabinet approves the Retention Schedule for adoption as the position of East Lothian Council in relation to its Records Retention. The Retention Schedule has been published in the Members' Library Service Ref: 91/14 (June 2014 Bulletin).
- 2.2 That Cabinet delegates authority to the Head of Council Resources to approve any further adjustments to individual entries within this Schedule. This is to reflect its status as a working document that represents the sometimes rapidly changing needs of the organisation.

3 BACKGROUND

- 3.1 In January 2013 the Public Records (Scotland) Act 2011 came into force and placed an obligation on all named public authorities including East Lothian Council to produce a Records Management Plan outlining their methods for managing their records effectively.
- 3.2 The proposed submission date for the Records Management Plan (RMP) for East Lothian Council is October 2014, and the Retention Schedule is one element required within the RMP.
- 3.3 The Freedom of Information (Scotland) Act 2002 also recommends the creation and adoption of a Retention Schedule as an aid to compliance and following best practice.

- 3.4 A draft retention schedule has been in existence for some time, and has been improved and updated but has not been formally adopted by the Council. Given the enhanced requirement outlined in 3.2 it is proposed that the current version, as published in the Members' Library Service, be formally adopted

4 POLICY IMPLICATIONS

- 4.1 This work follows on from and is in line with Information and Records Management Policy.
- 4.2 It is a precursor to the Records Management Plan that will be completed later and will expand from this area of work into wider Records Management principles and place this retention schedule in a more holistic management framework.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 An Equalities Impact Assessment has been completed and no negative impacts have been found.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – No direct implications
- 6.2 Personnel - Implementation will require staff time, but should be achieved within existing staffing complement.
- 6.3 Other - none

7 BACKGROUND PAPERS

- 7.1 Retention Schedule - published in Members' Library, Ref: 91/14 (June 2014 Bulletin)

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