

Electronic Records Management Policy



BACKGROUND

CEFAS has among its Core Values and Corporate Objectives INTEGRITY, PUBLIC ACCOUNTABILITY and EFFICIENCY. CEFAS is, therefore, committed to implement the UK Governments' initiative on Electronic Records Management. Consequently, our aim is to have all newly created Public Records electronically generated, stored and accessed when this can be resourced.

A Public Record is any piece of information that helps to explain an action or a decision. Generally, this could include Agendas, Minutes, letters, e-mails and working papers and, specifically, Contract documents, Submissions and Reports. Electronic Records Management will assist us in meeting Government requirements for accountability, transparency and disclosure, in accessing the right documents quickly and effectively and in improving the effectiveness of our decision-making and our provision of advice.

CEFAS will meet its commitments by devising, implementing and maintaining an electronic infrastructure (both hardware and software) that is logical, fit for purpose, easy to use, secure and auditable. CEFAS will ensure that all staff understand that record keeping is a statutory obligation and that they are suitably trained and equipped. The Electronic Records Management system will be regularly audited, archived and assessed for effectiveness. It will also be aligned with developments in e-business and e-government initiatives as these develop and mature.

Agreed CEFAS Board 13 June 2002, amended September 2004