

**Cefas Policy Number:** CPP016

**Revision** (2)

**Owner:** CMB

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## **Records Management Policy**

### **Purpose**

The purpose of this policy is to give knowledge and information the status of corporate assets and value and protect them.

### **Policy**

Cefas policy is to maintain records commensurate with statutory requirements, business efficiency and security.

### **Application**

People employed by Cefas do not own the records created whilst they work for Cefas. However, they do have the responsibility to ensure that relevant information is captured and records are properly created, retained, identified, scanned and stored.

The term “record” includes:

- documents (handwritten and typed, including forms)
- computer files including spreadsheets, Word documents, databases and presentations
- email, letter and fax messages.

Managers must ensure that clear, concise and relevant documentation is produced to record correspondence, operations and project management.

Records will be kept within a system that ensures information security and efficient retrieval. Electronic records will be managed and stored in Cefas Electronic Documents Records Management System for an appropriate period.

Schedules that determine record retention and disposal are available on the Cefas Intranet and built into the Electronic Documents Records Management System.

### **Monitoring**

Monitoring will be carried out by the Departmental Records Officer and Records Team as an on-going process and as part of the Electronic Documents Records Management System administrative procedures. Cefas is answerable to The National Archives, which regularly checks our compliance.

## Legislation (or Regulation)

1. Some Cefas records are linked to [specific legislation](#) that determines retention period and disposal times.
2. Cefas has records management obligations under the Freedom of Information Act.
3. Cefas also has a [statutory responsibility](#) to select material for permanent preservation by the [National Archives](#). This includes public records (in all formats, including key datasets and databases) that document:
  - Government policy and administration processes;
  - key scientific projects and data;
  - establishment files, documenting changes to the structure of Cefas;
  - management of government revenues and expenditure;
  - regulation and support of economic activity, including industry, energy and agriculture;
  - economic, social and demographic condition of the UK; and
  - the impact of the state on the physical environment.

I give my full backing to this policy.

Tom Karsten  
Chief Executive