RECORDS MANAGEMENT
Terms & Definitions

Information
Is a corporate asset and is essential in the effective prevention and detection of crime.

Records
In this policy, **Records** are defined as recorded information and documentation, in any form, created or received and maintained as evidence and information by the force or an individual, in the pursuance of legal obligations or transaction of its business or conduct of affairs and kept as evidence of such activity.

Records can be in any format, irrespective of the technology used to create and store them or the type of information they contain. It is the managed and structured environment within which records should be held which gives the information they contain context and authenticity as reliable and complete evidence of past actions and decisions.

The force's records are important sources of administrative, evidential and historical information. They are vital to the force to support its current / future operations and to meet legal obligations including the Data Protection Act 2018, Criminal Procedure & Investigation Act 1996 & Freedom of Information legislation. They are also vital to ensure compliance with MoPI and for the purpose of accountability, and for an awareness and understanding of its history and procedures.

Records Management
A discipline which utilises an administrative system to direct and control the creation, version control, distribution, filing, retention, storage, disposal, destruction or preservation of records, in a way that is administratively and legally sound, whilst at the same time serving the operational and business needs of the force and preserving an appropriate historical record.

Management of Police Information (MoPI)
The principles of Management of Police Information (MoPI) provide a way of balancing proportionality and necessity and are at the heart of effective police information management. They also highlight the issues that need to be considered in order to comply with the law and manage risk associated with police information:

- collection & recording
- evaluation
- common process
- review, retention & disposal

Record Life Cycle
Describes the life of a record from its creation/receipt through the period of its 'active' use, then into a period of 'inactive' retention (such as closed files which may still be referred to occasionally) and finally either confidential disposal or archival preservation.

Police information
Information recorded for a policing purpose.

Policing purpose
- o Protecting life and property

- o preserving order
- o preventing the commission of offences
- o bringing offenders to justice
- o any duty or responsibility arising from common or statute law.

Information Asset

A body of information, defined and managed as a single unit / record so it can be understood, shared, protected and exploited effectively. Information assets have recognisable and manageable value, risk, content and lifecycles. To assess whether something is an information asset, ask the following questions:

- o Does it have a value to the organisation?
- o Will it cost money to re-acquire the information? Would there be legal, reputational or financial repercussions if you couldn't produce the information on request?
- o Would it have an effect on operational efficiency if you could not access the information easily? Would there be consequences of not having this information?
- o Is there a risk associated with the information? Is there a risk of losing the information? A risk that the information is not accurate? A risk that someone may try to tamper with it? A risk arising from inappropriate disclosure?
- o Does the information have a manageable lifecycle?

Record keeping system

Enables records to be stored securely and retrieved as necessary in a managed and structured system that incorporates the ability to review and dispose of records when their disposal date is reached.

Retention

Means the controlled possession, use and storage of information.

Review

Means to assess a record to determine whether it is still has a policing, legal or other business purpose to be retained, ensure that it is adequate, relevant, accurate and up to date for the purpose for which it is held.

Disposal / Destruction

Means to delete or securely destroy a record when its disposal period has been reached and it no longer has a policing, legal or other business purpose.

Metadata

Data describing context, content and structure of records and their management through time.

Government Security Classification (GSC)

A set of security controls around the marking, handling, use and management of information assets. HMG information assets may be classified into three types: OFFICIAL, SECRET and TOP SECRET.

SharePoint

A web - based, collaborative platform that integrates with Microsoft Office. SharePoint is a document management and storage system. It can be used as a secure place to store, organise, share and access information.

Shared drives

A network- based platform for users to store and share data, documents and records.

External storage

The third party offsite archive solution for secure records storage.