



Administrative Records Policy

The provider will keep all records, as is its statutory duty, supplemented by recommendations made under other legislation.

The provider accepts its responsibilities under the General Data Protection Regulation not to keep personal data for longer than is necessary, but accepts that it needs to adhere to statutory and recommendation legislation mentioned above.

The provider will keep all records securely to comply with the statutory timescales; thereafter the provision will scan relevant documents onto an electronic storage device and continue to keep the record for the recommended period. When the record is no longer required it will be confidentially destroyed.

Each year a specific member of staff (by job title) or a senior committee member/director (by job title) or the proprietor will set aside sufficient time to archive and review records and destroy records as necessary.

The Procedure

1. The provider keeps a series of shelves labelled by year and another box/shelf labelled "indefinitely".
2. Each record/file as it is archived is placed in the relevant year box, with a note as to whether, when that time comes, the record is to be destroyed, or scanned or copied onto a CD/DVD or similar electronic storage.
3. When the records have been archived, the person responsible goes to the current year's box and reviews the contents, confidentially destroying records so labelled.
4. Other records that are to be electronically stored are copied on to the relevant media and then placed in a subsequent year's box when that electronically stored copy can be destroyed.
5. There are also commercial companies that offer secure storage facilities as well as confidential destruction of records.