



## Records Management Policy

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Deputy Mayor for Policing as part of the York & North Yorkshire Combined Authority are required to adhere.

### Policy Statement

North Yorkshire Police (NYP) recognises the requirement to comply with legal and statutory obligations such as: the Management of Police Information (MoPI) Code of Practice, Data Protection Act 2018, the Human Rights Act 1998 (HRA), the Freedom of Information Act 2000 (FOI) and the Protection of Freedoms Act 2012.

A record is defined as “information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.” (BS ISO 15489: 2001 Information and documentation – Records Management Part 1: General).

The effective management of police records supports the force Police and Crime Plan and contributes to achieving policing priorities and service standards. Records are a valuable corporate resource, providing the organisational memory. Accurate records provide evidence of past actions, decision making, audit trail and accountability.

This policy incorporates records of all formats. The types of records owned by NYP have been separated into 3 high level categories which are Corporate, Operational & Evidential and Disclosure. Examples of information which can constitute being a record include (but not limited to):

- Documents (including written and typed documents and annotated copies)
- Computer files (including word processor files, databases, spreadsheets and presentations)
- Electronic mail messages
- Diary records
- Fax messages
- Brochures and reports
- Intranet and Internet Web pages
- MS Teams content
- Forms
- Seized evidence
- Audio and video tapes, including CCTV
- Microfiche and microfilm
- Maps and plans
- Photographs

It is the duty of all employees of NYP and individuals contractually bound by force policies to adhere to this policy and the related procedures to enable effective management of all force information.

Records owned and managed by the York and North Yorkshire Office for Policing, Fire, Crime and Commissioning (OPFCC) should be done so in line with the OPFCC's relative policies and procedures.

This policy does not apply to copies of documents published by other organisations that are kept for reference purposes only.

Procedural documentation is available to all members of NYP in relation to the activities for managing records, which also includes data quality, auditing and managing the security of police information.

### **Linkages**

#### **Strategy:**

Information Management Strategy ( TO BE UPDATED – currently under review)

#### **Subsidiary Linked Procedures:**

Collection and Recording of Police Information Procedure

Data Procedure

Information and Audit Procedure

Management and Submission of Intelligence Information Procedure

Data Protection Subject Access Procedure

Freedom of Information Procedure

Information Sharing Procedure

Protective Marking Procedure

Review Retention and Disposal Procedure

Working with Portable Technology and Documents Procedure

Property and Exhibits Procedure

Personal Data – The Right to Rectification and The Right to Erasure Procedure

#### **Other Documents:**

Information Management Section of the College of Policing Authorised Professional Practice

Information Security Policy

Data Protection Policy

Management of Electronic Storage Guidance

NPCC Data Protection Manual

Criminal Procedures and Investigations Act 1996

Lord Chancellor's Code of Practice on the management of records under S.46 of the Freedom of Information Act 2000

ISO and BSI Standards in respect of records management. The ISO standards can be accessed from the following website: <http://www.iso.org/iso/home.htm>

NPCC National Retention Guidance