Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

# Records Management Policy

June 2026

| | |
|---|---|
| **Title:** | Records Management Policy |
| **Version:** | 2 |
| **Directorate/Departmental ownership:** | Corporate and Strategic Services |
| **Officer responsible:** | Head of Corporate and Strategic Services |
| **Corporate Leadership Team authorised on:** | June 2026 |
| **Policy and Resources Committee authorised on:** | July 2026 |
| **Review date:** | 3 years |
| **Location where document is held and referenced:** | Policy Register |

## Contents


| Content | Page number |
|---|---|
| 1. Introduction | 4 |
| 2. Aims | 4 |
| 3. Scope | 4 |
| 4. Roles and Responsibilities | 4 |
| 5. Related Legislation and Policies | 5 |
| 6. Monitoring and Compliance | 6 |
| 7. Review | 6 |

## 1 Introduction

Records management is the effective and systematic control of the creation, receipt, maintenance, use and disposal of records including processes for capturing and maintaining evidence and information of business activities and transactions in the form of records.

Good records management is necessary to ensure the Council delivers services in an accountable and efficient manner. Effective records management means the Council will have the right records, at the right time for the right purpose.

Fermanagh and Omagh District Council recognises that its records are part of the cultural and archival heritage and resources of the community it serves. The Council is committed to maintaining effective records management practices to ensure that records are properly created, managed, stored and disposed of in accordance with legal, regulatory and operational requirements.

## 2 Aims

The aims of this Policy are to:

- Ensure compliance with the Council's legal, statutory and regulatory requirements;
- Ensure the creation and management of authentic, reliable and usable records, capable of supporting the functions of the Council;
- Protect vital Council records and the staff who use them; and
- Minimise the volume of unnecessary records.

## 3 Scope

This Policy applies to all records created, received, maintained or held by the Council in the course of its business, regardless of format or location.

This Policy applies to all employees, Elected Members, volunteers, contractors, consultants, partner organisations and any third party processing or holding records on behalf of the Council. It applies to records held in any format, including:

- Electronic documents and digital records;
- Paper files and **hard copy records**;
- Emails, instant messages and other business communications;
- Databases, business systems and shared drives;
- Audio, visual and photographic records; and
- Records held off-site, in cloud services, or by third parties on behalf of the Council.

## 4 Roles and Responsibilities

The Policy applies to all employees, Elected Members and third parties who are given access to Council facilities and records. To ensure the successful implementation of the Records Management Policy, clear roles and responsibilities have been identified:

| Group or Individual | Role and Responsibilities |
|---|---|
| Elected Members | • Support the concept of good records management.<br>• Adhere to the principles of data protection and freedom of information/environmental information regulations as public representatives.<br>• Approve the Records Management Policy and the Records Retention and Disposal Schedule. |
| Chief Executive | • Ensure the Council adheres to and complies with this Policy and the legislation to which it relates. |
| Corporate Leadership Team (CLT), Heads of Service and Lead Officers | • Ensure implementation of this Policy within their areas of responsibility.<br>• Ensure that records and information systems under their control comply with corporate standards, retention requirements and relevant guidance, seeking assurance from service areas.<br>• Request monitoring information, improvement activity and the identification of vital, sensitive and historically important records. |
| Senior Information Risk Owner (SIRO) | • Overall responsibility for managing records management risks. |
| Head of Corporate and Strategic Services | • Communicate and promote the Policy.<br>• Monitor compliance, in consultation with CLT.<br>• Be the 'corporate champion' of good records management. |
| Staff, volunteers, contractors, and any individuals or organisations working with or on behalf of the Council | • Accountable for compliance with this Policy and the related operational procedures.<br>• Bring matters of concern about records management to the attention of their Line Manager. |

## 5 Related Legislation and Policies

This Policy provides the framework to guide Records Management for the Council, and links to the Council's:

- Records Retention and Disposal Schedule
- Data Protection Policy
- Access to Information Policy
- Information, Communications and Technology Policy and Procedures for Employees and for Elected Members
- File Naming Convention, and
- Version Control Guidance

The legislation and regulatory framework relevant to records management includes:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Privacy and Electronic Communications Regulations 2003
- Environmental Information Regulations 2004

Other related legislation includes:

- Public Records Act (NI) 1923
- Disposal of Documents Order 1925
- Re-use of Public Sector Information Regulations 2005
- Section 75 of the Northern Ireland Act 1998

Related guidance and codes of good practice include:

- Section 46 Freedom of Information Act – Records Management
- BS ISO 15489-1:2016 – Records Management
- The ICO's published guidance and codes of practice

## 6 Monitoring and Compliance

Ongoing monitoring of compliance with this Policy will be undertaken on a regular basis by the Corporate Leadership Team and Information Governance Team. Any breach of this Policy by staff will be addressed in accordance with the Council's Disciplinary Procedure, with any action determined based on the circumstances of the individual case. Breaches by non-staff will be investigated and managed in accordance with applicable legal requirements and the terms of any relevant contractual arrangements.

## 7 Review

The Records Management Policy will be formally reviewed every three years.

The Policy will also be subject to routine scrutiny and updating and re-issues will be circulated periodically.

The Policy will be reviewed sooner in the event of any one or more of the following:

- A failure or weakness in the Policy is highlighted;
- Changes in legislative requirements; and/or
- Changes in Government/Council or other directives and requirements.