



POLICY	Issue: 1.0
Records Management	Date: 01/10/2007

Policy Statement

The Civil Nuclear Constabulary (the Constabulary), is revising its existing arrangements for records management. The intention is to encompass current and emerging best practice, standards and legislation to provide a new framework of records management policies, strategies, principles, systems and processes for our records, both present and future.

Our policy on records management encompasses the management of records in all formats (paper files and electronic records). The new framework will also relate to the intent and aspirations of other Policies outside the Records Management framework e.g. Data Protection, IT Security and the IT Strategy.

The Constabulary will adopt arrangements to ensure the security of declared records to ensure that:

- **the record is present** i.e. the Constabulary have the information that is needed to form a reconstruction of activities or transactions that have taken place;
- **the record can be accessed** i.e. it is possible to locate and access the information (for electronic records by use of appropriate software and hardware) and display it in a way consistent with initial creation/capture/use;
- **the record can be interpreted** i.e. it is possible to establish the context of the record: who created the document, during which business process, and how the record is related to other records;
- **the record can be trusted** i.e. the record reliably represents the information that was actually used in or created by the business process, and its integrity and authenticity can be demonstrated;
- **the record can be maintained through time** i.e. these qualities of accessibility, interpretation and trustworthiness can be maintained for as long as the record is needed, perhaps permanently, despite (for electronic records) migration between hardware, digital media, or software formats.

Aims of the Policy

The aims of the policy are to ensure that the Constabulary, having declared that information is a record, maintain the security of declared records until such time that the record is destroyed because it no longer has an operational value or is transferred to the National Archives to meet the Civil Nuclear Police Authority's obligations under the Public Records Acts.

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This policy is enacted by the following management system documents:

- CNC/ POL/ 5.3.1 Record Declaration Policy
- CNC/ POL/ 5.3.2 Policy on E-mail as Records
- CNC/ POL/ 5.3.3 Records Access Policy
- CNC/ POL/ 5.3.5 Records Preservation Policy
- CNC/ POL/ 5.3.6 Records Retention and Disposal
- CNC/ POL/ 2.3.4 Information Security Policy

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