



<b>POLICY</b>	<b>Issue: 1.0</b>
<b>Records Preservation</b>	<b>Date: 01/10/2007</b>

## Policy Statement

The Civil Nuclear Constabulary (the Constabulary) is committed to managing information needed for current and future activities and to meet records management obligations placed upon the organisation.

All employees, within their sphere of action, have some measure of responsibility for the preservation of the Constabulary's records for as long as they are required.

Once a record has been declared as part of the corporate record, the record and its use will be subject to this Records Preservation Policy.

The Policy is to:

- Preserve records as physical entities;
- Preserve content, context and structure;
- Ensure continuing access to records for as long as they are required.

To meet these aims we will consider environmental storage conditions, technological and non-technological changes and take into account all applicable and relevant legislation / regulation.

To meet the requirements of the Public Records Acts special consideration will be given to electronic / digital records in the absence of any guaranteed assurance that the storage of such records has a definite life span.

## Aims of the Policy

Inherent in this Policy are the aims of the Policy on Records Management and from the underpinning principles, enabling strategies, standards, processes and planned arrangements for review we will endeavour to meet the aims of this Policy.

This policy is enacted by the following management system documents:

Document Reference CNC/PP/0037 Document Control and Record Keeping

<b>Document Reference</b>	<b>CNC/POL/5.3.5</b>	<b>Page 1 of 1</b>
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