

ANNUAL REVIEW OF RECORDS MANAGEMENT PLAN

The Board considered a report (copies of which had been circulated) by the Chief Officer presenting a draft revised Records Management Plan to the IJB for approval to submit to the Keeper of Records for agreement.

It was recommended that the Board:

1. Note that the Records Management Plan was required to be reviewed annually;
2. Note that a new element was included in the revised model records management plan and that guidance for IJBs would be provided;
3. Agree the recommended changes to the Plan and its submission to the Keeper of Records for agreement; and
4. Agree that a Progress Update Review would not be submitted this year.

Decision

To approve the recommendations in the report.