



The James  
**Hutton**  
**Institute**

The James Hutton Institute

# Records Management Policy

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**Date: March 2017**

**Approved By: Derek Leslie**  
**Date: June 2017**

Summary of Changes Since Previous Version:

New Policy.

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## 1.0 Introduction

The James Hutton Institute ('Hutton') Records Management Policy supports the effective running of the Institute and aims to govern the management of all records produced or acquired by the Institute and its employees in the course of its business, and in all different media. The Hutton recognises that its records are an asset and effective management of its records supports its core functions, also contributing to the effective overall management of the organisation. All records of the Hutton will also be managed in compliance with relevant legislation and regulations, and in furtherance of effective corporate governance and accountability.

## 2.0 Legislative and Regulatory Framework

- 2.1 This policy is based on the requirements as set out in Section 61 Code of Practice: Records Management that accompanies the Freedom of Information (Scotland) Act 1998 and the Hutton is committed to meeting its obligations under the legislation.
- 2.2 Hutton will ensure that the proper management of records is at the core of its commitment to safeguarding personal data in compliance with the principles of the Data Protection Act.

## 3.0 Audience

This policy is for the attention of all staff employed by Hutton. All of the records that Hutton staff create or administer in the process of Hutton business are official records of The James Hutton Institute, regardless of the media.

## 4.0 Purpose

This document provides the policy framework for the effective management of all the records of The James Hutton Institute.

## 5.0 Scope

- 5.1 This policy applies to all records created, received or administered by Hutton employees in the course of their duties. Records which are created as a result of research are subject to the contractual record-keeping requirements of that research whether it is externally or internally funded.
- 5.2 Records are defined as recorded information which provides evidence of some specific activity. Records can be in any media but will mainly comprise of paper or electronic formats.
- 5.3 Records Management is a means of systematically managing the creation, receipt, maintenance, use and disposal of records.

## 6.0 Responsibilities

- 6.1 Hutton recognises and is committed to maintaining its records and record keeping systems in accordance with the legal and regulatory environment. Overall responsibility for this policy lies with the Director of Finance and Company Secretary.
- 6.2 The Information Governance Officer is responsible for the development of good records management practice and promoting compliance with this policy ensuring the efficient, appropriate and timely retrieval of information.
- 6.3 The Information Governance Officer is also responsible for the drafting of guidance relating to records management processes and procedures.
- 6.4 Individual employees must ensure that records for which they are responsible are accurate, maintained and disposed of appropriately.

## 7.0 Relationship with Existing Policies

- 7.1 This policy is related to:
  - Policies and guidance on compliance with information legislation as found on the Hutton intranet on the Information Governance [page](#).
- 7.2 Compliance with this policy facilitates compliance with information legislation such as the Freedom of Information (Scotland) Act 2002, Environmental Information Scotland Regulations and the Data Protection Act.

## 8.0 Guidance

Guidance for staff on dealing with issues raised by this policy is available from the Information Governance Officer, Katherine McBay, contact details as follows:

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Title	Records Management Policy
Author/Creator	Katherine McBay, Information Governance Officer
Owner	Information Governance Officer
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Related Documents	Freedom of Information Policy, Data Protection Policy
Subject/Description	Following the Freedom of Information (Scotland) Act 2002 this policy outlines the obligations, rights and responsibilities of the Hutton and individuals as regards management of it records.
Group	Finance and Corporate Services
Department	Research Support