

# National Army Museum

## Archives & Records Management Policy

### 1. Introduction

The National Army Museum recognises that its records are a corporate asset and an important source of administrative, evidential and historical information. Their efficient management is key to supporting the core functions of the Museum, to comply with its legal and regulatory obligations, ensuring the museum's corporate memory and the overall management of the Museum.

This document sets out the policy relating to records created and managed by the Museum as part of its everyday business.

### 2. Scope

The aim of this policy is to provide a framework for managing the Museum's records and support the development of a Records Management Programme to ensure compliance with relevant legislation. (see section 4. Legal Basis)

This policy applies to all records created, received or maintained by staff of the Museum whilst carrying out their core functions.

### 3. Definitions

A **record** is recorded information, *in any form*, created or received by the Museum in the transaction of its business, or in the conduct of its affairs, and retained as evidence of such activity. This encompasses different types of media, from traditional paper-based records through to e-mails, databases, microfilm, video etc. All records created and received by staff in the course of the Museum's business are owned by the Council of the National Army Museum.

**Records Management** is the systematic control of an organisation's records, throughout their life cycle, in order to meet operational business needs, statutory requirements, and community expectations. Effective management of the Museum's information will allow fast, accurate and reliable access to records, ensuring the timely destruction of redundant information and the identification and protection of vital and historically important records.

The **Records Management Programme** includes the development of policies and procedures to allow for records management best practice, and the establishment of the Museum's institutional archive managed by the Department of Archives, Photographs, Film and Sound.

**Archives** are records identified as the Museum's corporate memory and selected for permanent preservation as part of the Museum's institutional archive.

### 4. Legal Basis

The records of the Museum are subject to, and will be managed in compliance with the following legislation:

- The Charities Act, 2006
- The Data Protection Act, 1998
- The Freedom of Information Act, 2000 and the Lord Chancellor's Code of Practice on the Management of Records under Freedom of Information
- The Limitations Act, 1980
- The Public Records Acts, 1958 and 1967

## 5. Purpose

The Records Management Programme will:

- Provide the Museum with relevant practices to fulfil its corporate responsibility to maintain records and record keeping systems in line with the regulatory environment.
- Ensure information is accessible to those who require it.
- Aid the identification and ensure that records vital to the operation of the Museum are protected and preserved.
- Facilitate the disposal of records that are no longer required in line with the Record Retention and Disposal Schedule.
- Allow for the identification and preservation of records considered part of the Museum's corporate memory.
- Enable better use of staff time when accessing records and reduced storage costs.

## 6. Responsibilities

The **Records Officer** is responsible for providing advice to all Museum staff on all aspects of records management; developing policy, standards, procedures and best practice guidance to support these functions, including retention and filing guidelines; and identifying Museum records likely to be of long-term historical interest, and ensuring their preservation for future generations as part of the Museum's corporate memory.

The **Management Team** is responsible for promoting and ensuring compliance with Records Management policies and procedures, and supporting the Records Officer in the implementation of the Records Management Programme throughout the Museum.

**Individual members of staff** have a responsibility to maintain records and to dispose of records in accordance with Records Retention and Disposal Schedules drawn up in conjunction with the Records Officer. All staff have a general duty of care with regard to the Museum's records, with particular reference to confidential or personally sensitive material and museum title and assets.

## 7. Procedures & Advice

Relevant best practice policies, procedures and guidelines will be made available on the Museum Intranet. For any specific advice contact the Museum Records Officer.

This policy will be used in conjunction with the Museum File Plan and Records Retention and Disposal Scheme.

## 8. Policy Review

The Archives and Records Management Policy will be reviewed in 12 months to reflect current developments and the proactive approach to the Records Management Programme. The next review is August 2011.

## 9. Date of Approval

Approved at the meeting of the Management Team on 27 July 2010.

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Policy Owner	Records Officer
Lead Contact	Vanessa Rodnight
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