



The Scottish Parliament  
Pàrlamaid na h-Alba

RM-02-2021

# Records management strategy

The Scottish Parliament  
The Scottish Parliamentary Corporate Body  
The Scottish Commission for Public Audit

We aim to manage our records in line with legislation, standards and best practice to ensure that

- they can be trusted and are accurate
- they can be accessed easily and quickly
- they are captured and preserved in an organised manner
- they prove governance of business processes
- they demonstrate compliance with legislation
- we fulfil our duty as a public body

The Scottish Parliament, The Scottish Parliamentary Corporate Body and The Scottish Commission for Public Audit will ensure that the Scottish Parliamentary Service records management function supports the following activities as business as usual.

### Organisational arrangements to support records management

We will have in place organisational arrangements that support records management including an appropriately qualified records manager.

### Records management policy

We will have in place a records management policy.

### Keeping records to meet corporate requirements

We will ensure that we keep the records that we need for business, regulatory, legal and accountability purposes.

### Records systems

We will keep records in systems that enable records to be stored and retrieved as necessary and in accordance with recognised standards and good practice.

### Storage and maintenance of records

We will know what records we hold and where they are and ensure that they remain usable for as long as they are required.

### Security & access

We will ensure that records are stored securely and that access to them is controlled according to the requirements of the protective marking system and other relevant requirements.

## Disposition of records

We will define how long we need to keep particular records, will dispose of them when they are no longer needed and will be able to explain why records are no longer held.

## Records created in the course of collaborative working or through outsourcing

We will ensure that records shared with other bodies or held on their behalf by other bodies are managed in accordance with recognised standards, legislation and guidance issued by National Records of Scotland.

## Monitoring and reporting on records management

We will monitor compliance with recognised standards, legislation and guidance issued by National Records of Scotland and assess the overall effectiveness of the function.