

THE NATIONAL GALLERY

RECORDS MANAGEMENT RISK MANAGEMENT STATEMENT

RECORDS MANAGEMENT September 2011

Policy owner: Archivist

Introduction

All records created in the course of the business of the Gallery are Public Records under the terms of the Public Records Acts 1958 and 1967. Rights of access to information held by the Gallery have been enhanced by the Data Protection Act 1998 and the Freedom of Information Act 2000, and these rights depend upon effective records management. The Gallery has a statutory responsibility under these Acts and the Museum and Galleries Act to create and maintain records of its activities, in an efficient and accountable manner.

Risks

The following risks are addressed by this policy:

- Business inefficiency caused by poor data management.
- Loss or misuse of Gallery information, leading to reputational damage.
- Failure properly to disclose information, leading to reputational damage.
- Failure to comply with relevant legislation (e.g. Freedom of Information).

Policy and procedures

The Gallery is committed to creating, keeping and managing records that accurately document its principal activities.

It is committed to the application of consistent and recognised standards for control of all records from creation to disposal.

It is committed to a culture of openness and access to information wherever possible, in accordance with statutory requirements.

It fully supports a centralised Gallery records management programme that is based on recognised standards and statutory guidelines.

Scope

This policy relates to all operational records. Operational records are defined as information, generated or received in the course of business, and captured in a readable form in any medium, providing evidence of functions, activities and transactions. Copies of documents published by other organisations or persons and kept for reference purposes only are not included.

Readable form in any medium includes paper, photograph, microfilm, map, drawing, artefact, chart, magnetic tape, disk or optical disk, or electronic storage medium. E-mail messages and other electronic records are included.

All operational records are corporate records, owned by the National Gallery as a whole. They are a resource for the whole organisation and do not belong to any individual or group of individuals. Records must not be removed, or used for any activity or purpose other than the Gallery's official business.

Objectives

The main objectives are:

- Accountability – that adequate records are maintained to account fully and transparently for all actions and decisions.
- Quality – that records are complete and accurate and the information they contain is reliable and its authenticity can be guaranteed.
- Accessibility – that records and the information within them can be retrieved by those with a legitimate right of access, for as long as the records are held by the Gallery; that information is shared appropriately to minimise unnecessary duplication.
- Security – that records are secured from unauthorised or inadvertent alteration, removal or erasure, that access and disclosure is properly controlled and audit trails track use and changes.
- Business continuity – that records vital to the overall operation of the Gallery are identified and preserved in a robust format which remains readable for as long as records are required.
- Consistent retention – that documented procedures are implemented for timely disposal of records, including selection of archival records for permanent preservation.
- Staff awareness – that all staff receive training and guidance on their record-keeping responsibilities and good records management practice.
- Audit – that the application of records management policies and procedures is regularly monitored against agreed indicators and action taken to improve standards as necessary.

Responsibilities

The Director has overall responsibility for ensuring that records are managed responsibly within the Gallery.

The Archivist has responsibility for the co-ordination of records management and archive policies and procedures and the custody of semi-current and archival records. Archive staff are responsible for implementation of records management procedures and monitoring compliance with standards and guidelines.

Heads of departments are responsible for ensuring that the policy is implemented in their individual departments. They have a particular responsibility to ensure the safeguarding of personal data within their area of operations.

It is the responsibility of individual members of staff to ensure that they keep appropriate records of their work and manage those records in keeping with this policy and with any resulting guidance.