

## **RECORDS MANAGEMENT POLICY**

### **1 POLICY STATEMENT**

- 1.1 British Transport Police (BTP) will manage its records from capture, through storage to disposal in line with legal and regulatory requirements guided by professional principles.
- 1.2 Compliance with this policy will be the responsibility of all those within BTP who create and handle BTP records.

### **2 OVERVIEW**

- 2.1 This policy deals with BTP records covering any recorded information regardless of medium (including paper, microform, electronic and audio-visual) which is created, collected, processed, used, stored and disposed of by BTP, BTP employees and these acting as our servants/agents.
- 2.2 Records which are created or held by BTP in the transaction of business are the property of the Force, not the employee or any other agent. Records held are solely for the conduct of the Force and not for any other purpose.
- 2.3 This policy arises from the Freedom of Information Acts, the Data Protection Act 1998, The Code of Practice on the Management of Police Information 2005 and other legislation and guidance imposing the need for effective management of all records.
- 2.4 This policy is in line with ISO 15489-1:2002 Information and Documentation - Records Management principles and current professional standards identified by the Records Management Society of Great Britain.

- 2.5 This policy is directed towards enabling BTP to:
- provide controlled access to records when required.
  - make efficient use of physical & electronic storage space.
  - provide opportunities for effective working practices.

2.6 This policy applies to England, Wales & Scotland.

### **3 APPLICABLE DATE, MONITORING AND REVIEW**

3.1 This policy is applicable from February 2009.

3.2 This policy will be reviewed in response to significant changes in legislation or business purpose. There will be a two-year review of the policy to ensure BTP continues to follow best practice.

### **4 OWNERSHIP**

4.1 This policy is owned by the Technology Department.

4.2 Any questions and comments related to this policy should be directed to the Technology Department at BTP Force Headquarters.

### **5 ASSOCIATED DOCUMENTS**

5.1 The following documents should be read in conjunction with this policy statement:

- Procedural documents to be found on the [Information Compliance Unit Intranet site](#).
- Lord [Chancellor's Code of Practice](#) on the management of records under section 46 of the Freedom of Information Act 2000



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- [Code of Practice on the Management of Police Information \(MoPI\) 2005](#)
- Record Management Standard Operating Procedure.