



Freedom of Information Request FOI1798

Request:

Can you please provide me with an electronic copy of any policies, procedure or guidance which you issue to staff in relation to the management of paper and electronic records within your organisation?

Managing email Do you have any policies which encourage your employees to delete emails (unless they are consider records) and manage their mailbox efficiently (please supply)? Managing paper and electronic files Do you have any policies which encourage your employees to destroy paper files and electronic records outside retention periods(please supply) ?

Please include a copy of your Records Management Policy.

Staff awareness Please send me a copy of any email bulletins or intranet news and/or notices which encourage employees to manage paper and electronic records correctly within your organisation?

How do you reconcile between paper and electronic files to ensure duplicate records are not retaining ?

Adhere to retention schedules and destroy records at the correct time (meet legal requirements) ?

Long term storage of paper records Do you use an external supplier for the long term storage of paper records ?

Can you please detail the collection and retrieval process for file requests, disposals and uplift to storage facilities?

Submitted on 07/10/19.

Response:

Can you please provide me with an electronic copy of any policies, procedure or guidance which you issue to staff in relation to the management of paper and electronic records within your organisation?

Managing email Do you have any policies which encourage your employees to delete emails (unless they are consider records) and manage their mailbox efficiently (please supply)? **See attached Records Management Policy.**

Managing paper and electronic files Do you have any policies which encourage your employees to destroy paper files and electronic records outside retention periods(please supply) ? **See attached Records Management Policy and Archive Guide.**

Please include a copy of your Records Management Policy. **Attached.**

Staff awareness Please send me a copy of any email bulletins or intranet news and/or notices which encourage employees to manage paper and electronic records correctly within your organisation? **Attached.**

How do you reconcile between paper and electronic files to ensure duplicate records are not retaining ? **Refer to the Records Management Policy.**

Adhere to retention schedules and destroy records at the correct time (meet legal requirements)? **Refer to the Records Management Policy and Retention Schedules attached.**

Long term storage of paper records Do you use an external supplier for the long term storage of paper records ? **Yes, some records are held by Tyne & Wear Archive**



North Tyneside Council

Can you please detail the collection and retrieval process for file requests, disposals and uplift to storage facilities? **No information held. External requests are sent to contact at Tyne & Wear Archives who arrange delivery/access to link officer for service area.**