Company No: 07058666
Charity No: 1179433

SIGBI Records Management Policy 2019

For the purpose of this document, references to SIGBI Limited and Soroptimist International will be written as "SIGBI" and "SI" only.

1. Introduction

Records are assets which contain evidence and information about the activities and decisions made by SIGBI and thus are essential to accountability. They are necessary for the effective functioning of day to day work and are required for the fulfilment of statutory and regulatory requirements. SIGBI's records also contain information relating to issues and events of historic value. It is therefore very important to ensure that these assets are appropriately managed to ensure that information can be accessed efficiently and to maintain a permanent record of activity.

2. Scope

This policy applies to the management of all records created or received by SIGBI in the course of its work, both originals and reproductions. It covers records in all formats and media, in printed or in digital form, from their creation, their use and their eventual disposal or selection for permanent preservation.

3. Relationship with existing policies

SIGBI Data Protection Protocols.

4. Aims

- To manage records so that their value as assets to SIGBI is assured.
- To manage records so that regulatory or statutory requirements are met.
- To ensure that non-essential records, or records that have outlived their administrative usefulness, are destroyed in a consistent and confidential manner.
- To ensure that records which have historical or legal value are identified and permanently preserved.
- To ensure that records are held in safe and appropriate storage.
- To conduct the management of records in a sustainable manner.

5. Responsibilities

5.1 The Federation Management Board has overall responsibility for SIGBI's records and record management.

5.2 The Honorary Federation Archivist is responsible for:
- Drawing up guidance on records management and for promoting this policy.
- Undertaking an annual review of records with SIGBI staff to implement the retention and disposal schedule for the current year.

5.3 Post holders and staff are responsible for:
- Creating and maintaining records which are accurate and reliable, as applicable to their role.
- Ensuring that electronic records capture key information and that they are accessible and authentic (in this instance, free from corruption or unauthorised amendments or deletions).
- Ensuring that records in any format are stored securely and that access is only given to those who have permission to view them.
- Ensuring that records including personal data, or which are of a sensitive or personal nature, are maintained and used in accordance with regulatory requirements.
- Following guidance provided in the SIGBI Retention and Disposal Schedule relating to retention and disposal of records.
- Developing and using practices and procedures which support SIGBI's commitment to the UN Sustainable Goals (see Appendix 1).

6. Storage

Storage for all records, regardless of format, should protect them from unauthorised access or loss. Records which are not in current use, but which have not reached the end of their retention period, should be stored so that information can be easily found, should the need arise. Duplication of records should be limited so that space for storage can be effectively used for essential records and records should not be kept for longer than necessary.

7. Disposal

Records should be disposed of in accordance with the agreed retention and disposal schedule, which should be reviewed regularly, and changes made if necessary. When records reach the end of a retention period, they should be destroyed or identified for permanent preservation. Records which are to be preserved permanently will be deposited with the appropriate local record office.

Appendix 1

Sustainable Records Management
The creation, use, disposal and storage of records uses valuable resources, regardless of the form of the records. Paper requires water, chemicals, energy and transport in its creation, and using computers or other devices to create documents involves a complex range of resources, not least of which is the manufacture of PCs, laptops and tablets. Storing records may require the purchase of consumables such as boxes, files and external hard drives or memory sticks. When they reach the end of their administrative value, resources are used to either destroy or permanently preserve the records. All of this inevitably has an environmental impact. It is important, therefore, to manage records in a way which minimises this impact and which contributes to achieving the UN Sustainable Development Goals, in particular:

12:     Responsible Consumption and Production
13:     Climate Action
14:     Life Below Water
15:     Life on Land

Sustainable records management needs an approach which maximises efficiency of creation, use, storage and disposal and which eliminates waste as far as possible. The following suggestions might help to ensure this happens.

1.   Aim for as paper-free environment as possible. For example:
- Avoid creating multiple paper copies of documents for meetings. Send agenda and minutes as pdf files by email or consider using a secure shared cloud space where people can access documents.
- Encourage people not to print out the files to bring to meetings. Could they view them on a phone or tablet, or could a data projector be used so that documents can be easily seen by everyone?
- Only print out emails or other documents if absolutely necessary. Emails can be stored in folders in email accounts or can be downloaded and saved as a Word file or pdf, so there may be no need to have a hard copy.
- Applications, ballot papers and other administrative documents could be returned to SIGBI electronically to save printing, using envelopes and postage.

2.   Reuse as much as possible – paper and padded envelopes, boxes, folders and files can all be reused.

3.   Where storage of paper documents is needed, use durable storage to avoid frequent renewal. If possible, use storage materials which can be recycled.

4.   Ensure that records are stored in a way that allows information to be found easily. Poor organisation of records means that sometimes unnecessary duplicate copies are made because a document cannot be quickly found. An effective filing system for both paper and digital records will avoid this.

5.   Use of the agreed disposal schedule means that storage of material that has outlived its administrative or legal purpose is disposed of appropriately, thus freeing up resources for the storage of current material.

6.   Items such as memory sticks can be reused when the data they store is no longer needed but remember, deleting files and folders does not permanently remove items. It is best to use electronic shredding to remove material before reusing memory sticks or portable hard drives; this is usually possible through the software used to protect a computer. However, eventually this means of storage may fail; the process of frequently plugging in and pulling out a device from a USB port will lead to mechanical damage and accidental damage may occur. When this happens, these devices should be disposed of appropriately to ensure there are no data breaches and to ensure that destruction takes place in an environmentally appropriate way.