

**COMMITTEE:** PERFORMANCE, RESOURCES AND ASSETS SCRUTINY

**DATE:** 19<sup>TH</sup> DECEMBER 2007

**SUBJECT:** INFORMATION AND RECORDS MANAGEMENT

**REPORT BY:** CORPORATE INFORMATION MANAGER

**CONTACT OFFICER:** JOHN AKEROYD 547002

**IMPLICATIONS:**

LEGAL	✓	COMMUNITY SAFETY
EQUALITIES		ENVIRONMENT
FINANCIAL		CONSULTATIONS
STAFFING		OTHER ✓

**WARDS AFFECTED:** NONE

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### **PURPOSE**

1. To improve management of information at LBC by all staff;  
To come into line with Lord Chancellor's Recommendation of 2004  
To ratify the policy on its way to Executive.

### **RECOMMENDATION(S)**

2. Performance, Resources and Assets Scrutiny Committee is recommended to agree the attached policy and annexes.

### **BACKGROUND**

3. As set out at Appendix 1 (Draft Executive report)

### **STAFFING IMPLICATIONS**

4. As set out at Appendix 1 (Draft Executive report)

## **FINANCIAL IMPLICATIONS**

5. As set out at Appendix 1 (Draft Executive report)

## **RISK IMPLICATIONS**

6. As set out at Appendix 1 (Draft Executive report)

## **APPENDICES**

7. Appendix 1 – Draft Executive report 'Information and Records Management Policy'
8. Appendix 2 – Information and Records Management Policy
9. Appendix 3 – Annex 1 to the Information and Records Management Policy – Retention Schedules for Records Management (Enclosed Separately for Members only)
10. Appendix 4 – Annex 2 to the Information and Records Management Policy - Guidance Notes

## **BACKGROUND**

There are no background papers relating to this report.