



Britain Yearly Meeting Records Management Policy

1. Policy statement

Britain Yearly Meeting (BYM) manages its records in accordance with best practice guidance produced by the Library. BYM recognises that the management of records in line with this guidance is necessary in order to support its work, to comply with its legal and regulatory obligations, and to ensure that reliable archives of BYM's business are preserved.

2. Aim of the policy

This policy provides a framework for managing BYM's records and supports the Records Management Programme, outlined in the supporting document, 'Records Management Programme: an outline'. The programme aims to ensure that those records that are necessary for BYM's work are available, accessible, accurate and reliable, so that BYM can satisfy its accountability and statutory obligations, evidential admissibility and audit requirements.

3. Scope of the policy

3.1 A record is recorded information regardless of media or format, created or received in the course of individual or organisational activity, which provides reliable evidence of policy, actions and decisions. This policy applies to *all* records, whether paper or electronic, created, received and maintained by BYM staff in their course of their work. All such records created, received and maintained are the official records of BYM.

3.2 The basic unit of record-keeping is the paper file or electronic folder. Decisions about records will be made about files and folders and not about individual documents within those files and folders.

3.3 A paper file or electronic folder will be in one of 3 stages during its life:

- **Current** when it is used regularly and frequently in day-to-day work of BYM.
- **Semi-Current** when it is not used as frequently as current records, but needs to be retained for legal, operational, administrative or business reasons.
- **Archival** if it is retained after its semi-current life and is selected for permanent retention, documenting the history of BYM.

This policy covers each of these stages and each component of the Records Management Programme.

4. Monitoring compliance to the policy

The Assistant Archivist and Records Manager will provide quarterly reports to the Head of Library and Archives and will report to Management Meeting when required.

5. Status of this document

This policy has been developed by the Library. It was approved by Management Meeting on 28 October 2008 (MtM 08/10/18).

It will be reviewed annually by the Assistant Archivist and Records Manager to ensure its contents are relevant to the Records Management Programme.