

Records Management Plan 2026

1.EXECUTIVE SUMMARY

The Council has been requested by the Keeper of the Registers of Scotland to submit a revised Records Management Plan (RMP) in line with our obligations in regard to the Public Records (Scotland) Act 2011 by 28 February 2026.

Our current RMP was approved by the Keeper on 24 March 2017 and an updated RMP taking account of developments in the way in which we manage our records has been prepared for the Council and Argyll and Bute Licensing Board in accordance with the Keeper's model plan.

2. RECOMMENDATIONS

The Committee approve the RMP, the Records Management Development Plan and the documents referred to in para 2.3 of the report which have been subject to consideration and approval by SLT on 26 January 2026 and are set out in the appendices to this report.

Records Management Plan 2026

2.INTRODUCTION

- 2.1 The Council has been requested by the Keeper of the Registers of Scotland to submit a revised Records Management Plan (RMP) in line with our obligations in regard to the Public Records (Scotland) Act 2011 by 28 February 2026.
- 2.2 Our current RMP was approved by the Keeper on 24 March 2017 in accordance with the Keeper's model plan.
- 2.3 In support of our submission, we have reviewed and updated the following documents that require approval by the Committee.
- Information Management Strategy
 - Business Classification Scheme and Records Retention Schedule
 - Data Protection Policy
 - Records Management Policy
 - Managing and Archiving Email and Messages Policy

3.RECOMMENDATIONS

- 3.1 The Committee approve the RMP, the Records Management Development Plan and the documents referred to in para 2.3 of the report which have been subject to consideration and approval by SLT on 26 January 2026 and are set out in the appendices to this report.

4.DETAIL

4.1 Records Management Plan

The Council is required in terms of Section 1 of the Public Records (Scotland) Act 2011 to produce and submit a records management plan, setting out proper arrangements for the management of its public records, to the Keeper of the Records of Scotland for his agreement, and to ensure that its records are managed in accordance with the plan as agreed by the Keeper.

- 4.2 The Keeper has published a model RMP containing 15 elements which the Keeper expects an authority to consider when managing its public records.

The RMP has been prepared in accordance with this model plan and explains what processes and policies are in place to show compliance with the model plan and provides details of how our information is managed in accordance with the requirements of the model plan.

The submission to the Keeper also includes a Records Management Development Plan that provides details of developments being progressed by the Council in phase 3 of the M365 project that will strengthen our records management processes.

- 4.3 Next steps

The RMP and the development plan will be submitted to the Keeper for a assessment, and an interim report will be provided by the Keeper which will allow the Council time to progress any recommendations before their final approval of the RMP.

- 4.4 Information Management Strategy

The Information Management Strategy defines our vision, strategic objectives and overall direction of travel for Information Management across the Council and outlines the approach that the Council will take to the deployment and development of improved processes, procedures and technologies for better management of our information.

The strategy has been developed on the basis that information is:

Critical to the efficiency and effectiveness of the Council;

Recognised and valued as an asset, which is demonstrated through delivery of this strategy;

Managed efficiently and consistently, and in a way that enables delivery of our core organisational objectives;

Appropriately secured while remaining readily accessible to everyone who needs it at the right time and place and in the right format to facilitate delivery of services; and

Reliable, accurate, and proactively managed throughout all stages of the life cycle.

- 4.5 Business Classification Scheme and Records Retention Schedule

The Business Classification Scheme (BCS) and Records Retention Schedule (RRS) are based on the Local Government Classification Scheme and the Scottish Council for Archives Local Authority Records Retention Schedule and has been adapted to reflect the Council's specific requirements.

The BCS and RRS, provides us with the primary framework for a consistent and controlled approach to managing our records and information as strategic assets, ensuring they are adequately managed and used to support the delivery of modern local government services and in compliance with the Council's Records Management Policy.

Our BCS is a three-level hierarchy, based on the 26 high-level functions, and related business activities and transactions that collectively represent the work carried out by the Council.

The RRS lists, at the transactional level of the BCS, the different types of records held to support delivery of Council work and to provide evidence of that work. Each record type entry indicates how long those records must be retained for, beyond active use, and what should happen to them at the end of the retention period.

The purpose of the integrated BCS and RRS is to help ensure that, Council information and records are organised and managed consistently and compliantly based on the Council function and activity or process to which they relate

Records are kept for as long as necessary to meet statutory, regulatory and business requirements and resources are not wasted on storing and managing records longer than necessary.

The Council's integrated BCS and RRS must be consistently applied to council records and information, regardless of the format or location of that information. This will ensure that information relating to the same Council function and business activity but held in more than one business system or filing repository is systematically managed from creation, capture and active use through to its longer-term retention and final disposal.

4.6 Data Protection Policy

The Policy sets out the Council's commitment to ensuring that any Personal Data, including Special Category Personal Data, is processed in compliance with Data Protection Legislation. It ensures that good data protection practice is embedded in the culture of the Council and its employees.

This Policy sets out appropriate guidance and safeguards to ensure compliance with Data Protection Legislation.

4.7 Records Management Policy

This policy applies to:

All records which are created, received, managed and used in the delivery of Council business, regardless of format or location

All Council staff, including temporary staff, students and volunteers who access and use Council information and the information systems that store them.

All third parties that manage and process information on the organisation's behalf when supporting delivery of Council statutory or business functions.

The objectives of this policy are:

To create awareness of Records Management principles and responsibilities throughout the council

To comply with the Public Records Scotland Act 2011 and other relevant legislation

To promote a consistent approach to Records Management across all service areas

To ensure information is being managed in the most efficient and effective way

To provide guidance to all staff to allow them to adopt more efficient ways of working

To provide Best Practice guidance in respect of Records Management

4.8 Managing and Archiving Email and Messages Policy

This policy sets out the obligations that all members of staff have when dealing with email messages and the use of teams' chats and posts along with the procedure for archiving once they are no longer required.

5.0 CONCLUSION

5.1 The Council is obliged to comply with the requirements of the Public Records (Scotland) Act 2011, and this report sets out how compliance will be achieved.

6.0 IMPLICATIONS

6.1 Policy - None

6.2 Financial – None

6.3 Legal – Compliance with our obligations in relation to the Public Records (Scotland) Act 2011

6.4 HR – None

6.5 Customer Service – None

6.6 Risk – None

6.7 Climate Change - None

6.8 Fairer Scotland Duty – None

6.9 Equalities - protected characteristics – None

6.10 Consumer Duty – None

6.11 Island Communities – None

6.12 Children’s Rights and Wellbeing – None

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Executive Director with responsibility for Legal and Regulatory Support

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For further information contact:

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APPENDICES

- Records Management Plan
- Records Management Development Plan
- Information Management Strategy
- Business Classification Scheme and Records Retention Schedule
- Data Protection Policy
- Records Management Policy
- Managing and Archiving Email and Messages Policy
- Records Management Plan Summary