Archiving Information Policy

Updated: November 2015   **Next revision date: November 2016**

1. Objectives

1.1.   To ensure that all information is effectively archived, including paper-based and electronic information.

2. Scope

2.1.   To cover all activities carried out by Develop.

3. Key Principles

3.1.   To ensure that paper-based and electronic information is archived, safely and securely, at the end of the relevant financial year either in March or August or when an activity is completed, whichever being the earliest date.

3.2.   To archive electronic information on the server and data cartridge.

3.3.   To follow the funders' and HSE's guidelines on how long paper-based and electronic information should be archived and which information should be destroyed rather than archived.

3.4.   To follow the funders' and HSE's guidelines about which paper-based and electronic information should be archived and which should be destroyed.

3.5.   To ensure that unused paper-based and electronic files are archived after 1 year of inactivity, if the files do not relate to activities which are to be repeated.

3.6.   To ensure that all filing cabinets containing, sensitive information are locked.

3.7.   To ensure that a copy of the backup disc containing electronic files for the whole company is taken off site each day by the designated person.

3.8.   To ensure that all archived paper-based materials and electronic materials are effectively recorded.

3.9.   To ensure that designated individuals have responsibility for archiving/ destroying paper-based materials and electronic materials.

4. Staff Responsibility

4.1.   All individuals involved with the learning programmes, e.g. staff, volunteers, employers, consultants and learners.

4.2.   All staff are responsible for ensuring that Develop complies with the archiving policy and with the Data Protection rules.

4.3.   The CEO has overall and final responsibility for all matters relating to archiving information.

4.4.   The day-to-day management of Develop's Archiving Policy is delegated to the Data Coordinator, who will ensure that:

a. Adequate arrangements are made to bring this policy to the notice of all staff, individuals, sub contractors and visitors.

b. The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary.

c. It is the responsibility of line managers to ensure adequate resources are made available to implement this policy

5. Monitoring and Evaluation

5.1.   No additional monitoring required because monitoring is through the achievement of each learning programme's targets.

5.2.   This policy is liable to full equality impact assessment annually.

6. Supporting Documents

6.1.   This policy should be read in conjunction with the following policies and procedures:

o Data Protection Policy
o Equality & Diversity Policy
o Health and Safety Policy
o Quality Policy

Policy signed by CEO: Mark Pike   Date: 23/11/2015

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