

Records Management Standard

August 2019

Version 1.0: FCG-IG-CP-003



NHS fraud.
Spot it. Report it.
Together we stop it.

Version control

Version	Name	Date	Comment
V.0.1	Finance & Corporate Governance	June 2019	Draft
V.1.0	Finance & Corporate Governance	August 2019	Annual Review August 2020

1. Records Management Standard

1.1 This standard supports and acts as a measure of compliance with the NHS Counter Fraud Authority's (NHSCFA) Records Management Policy.

1.2 The NHSCFA's Records Management Systems will ensure that **records:**

- **are available when needed** - from which the organisation is able to form a reconstruction of activities or events that have taken place
- **can be accessed** - records and the information within them can be located and displayed in a way consistent with its initial use and that the current version is identified where multiple versions exist
- **can be interpreted** - the context of the record can be interpreted: who created or added to the record and when, during which business process, and how the record is related to other records
- **can be trusted** - the record reliably represents the information that was actually used in, or created by, the business process and its integrity and authenticity can be demonstrated
- **can be maintained through time** - the qualities of availability, accessibility, interpretation and trustworthiness can be maintained for as long as the record is needed, despite changes of format
- **are secure** - from unauthorised or inadvertent alteration or erasure, that access and disclosure are properly controlled and audit trails can track all use and changes. To ensure that records are held in a robust format which remains readable for as long as records are required
- **are retained and disposed of appropriately** - using consistent and documented retention and disposal procedures; this includes annual checks to ensure records that require manual destruction have been disposed of appropriately; and
- **staff are trained** - so that all staff are made aware of their responsibilities for record-keeping and record management.

1.3 The NHSCFA Records Management Systems comply with the legal and professional obligations set out in the Records Management: NHS Code of Practice; and in particular:

- The Public Records Act 1958

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- The Data Protection Act 2018
- The General Data Protection Regulation 2016
- The Freedom of Information Act 2000 (and Section 46 Records Management Code of Practice)
- The Common Law Duty of Confidentiality
- The NHS Confidentiality Code of Practice