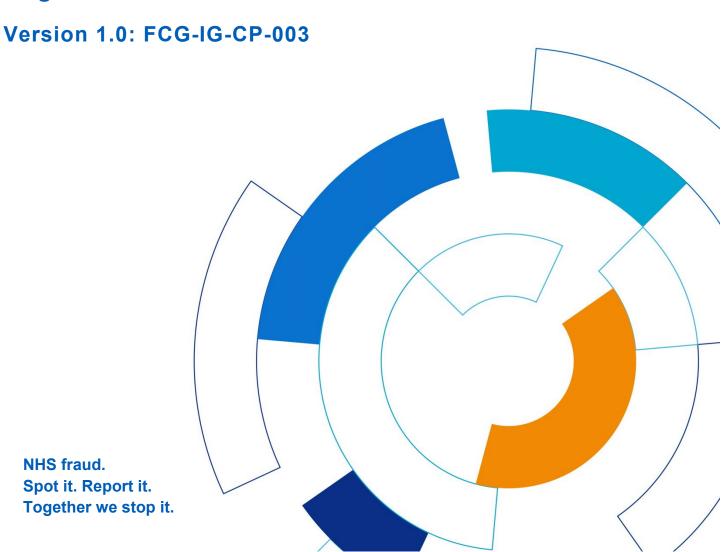


Records Management Standard

August 2019



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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

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