

Records Management - Partnership Director's Statement of Compliance

SEStran recognises that the effective management of its records, regardless of format, is essential in order to support its functions, to comply with legal, statutory and regulatory obligations and to demonstrate transparency and accountability.

Effective records management ensures that all information:

- received or created is stored appropriately and is easily retrievable;
- is destroyed or preserved in accordance with SEStran's retention & disposal schedule;
- meets current and future needs, and is capable of supporting change; and
- is accessible to users and that the appropriate technical, organisational and human resource elements exist to make this possible.

The introduction of the Public Records (Scotland) Act 2011 highlights the importance placed on records management within public bodies. It is our aim to ensure we produce and implement an effective Records Management Plan to meet the requirements of the Act. The Plan will be regularly assessed and reviewed to ensure its effectiveness in terms of records management throughout SEStran.

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Partnership Director

Date