Corporate Document and Records Management Policy: summary

October 2021, Version 1.0

The NHS England and NHS Improvement Corporate Document and Records Management Policy sets out the organisational records management requirements for the joint organisation and provides advice and guidance to all NHS England and NHS Improvement staff on the creation, management, storing and disposal of records. It should also inform the record-keeping practices of:

- all commissioning support units
- strategic clinical networks
- clinical senates
- offices (eg chairs, professional committees)
- Sustainability and Transformation Partnerships
- NHSX
- all other NHS England and NHS Improvement hosted bodies

Records management is everyone's responsibility, and all members of staff should ensure that they comply with the Corporate Document and Records Management Policy.

We will take action as necessary to comply with the legal and professional obligations set out for records, and in particular:

- Public Records Act 1958
- Data Protection Act 2018
- Freedom of Information Act 2000
- The Inquiries Act 2005
- Access to Health Records Act 1990
- Regulation of Investigatory Powers Act 2000
- NHS Records Management Code of Practice 2021
- NHS Information Governance: Guidance on Legal and Professional Obligations
- UK General Data Protection Regulation 2021 (GDPR)

To help with this, all staff should take care to ensure that:

- Every team has a proportionate number of trained Records & Information Management Coordinators (RIMCs).
- All NHS England and NHS Improvement records and information are saved on our Office 365 systems (eg Collaboration Drives).
- Records are held in line with the NHS England and NHS Improvement Records Retention and Disposal Guidance, and adhere to Legal Holds as appropriate.
- Demonstrable processes are in place to ensure important emails are identified, and saved into an appropriate repository on O365.
- Appropriate security measures are implemented to ensure that records and information are safeguarded from inappropriate access.
- Digital records are named in line with the standard naming and version control convention.
- Physical records are indexed to ensure they are quickly and easily identifiable and retrievable.
- Records are marked with the appropriate Government Security Markings (GSMs).