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Controlled Document

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Archiving Policy – Paper Records

Version 1.0

6th January 2020

Version Control Table

| Date | Version No | Summary of Changes | Changes Made By |
|------------------------------|------------|--------------------|-----------------|
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1. Purpose, Scope, and Users

The intention of this policy is to provide clear instructions to all RNN Group staff regarding the appropriate retention and disposal of paper-based records via an agreed archiving process.

The policy is also intended to aid paper records storage issues identified at various Group sites and to eliminate the need to retain paper records unnecessarily.

2. Roles and Responsibilities

It is the responsibility of all RNN Group staff to ensure that paper records are filed and archived correctly and all employees have a duty to keep personal information safe which is defined within the Data Protection Act 2018, further details can also be found within the RNN Group's Data Protection Policy.

The policy relates to all paper-based filing systems, not just those containing learner information.

It is the responsibility of the Information Governance (IG) team to maintain the central register of archived records and issue the appropriate labels for official archives and to approve offsite storage.

It is the responsibility of the Estates team to provide archive boxes and to manage the internal process of collection and storage throughout the Group's approved onsite storage locations.

3. Boxing Records

In addition to any RNN Group policy and/or guidance regarding the maintenance of learner, staff or other client paper-based records or other filing systems, it is good general office practice to weed out, destroy, or archive, unnecessary paperwork on a regular basis.

Before any archiving process is implemented, whether on or offsite, all collections of paper forming a file must be checked for duplicates to ensure that the minimum number of documents are kept. In addition, only documents considered essential to the file should be kept.

Any duplicates identified must be destroyed in local confidential paper disposal facilities or by other appropriate confidential methods e.g. shredding.

All remaining documents must be correctly filed according to any departmental procedures. The file must not contain loose papers unless the file is to be sealed.

Each file placed within an archive box, must be clearly and appropriately labelled with details of the file content and the agreed review/destruction date as a minimum. An example of the authorised label for the archive box can be located in Appendix A, the labels themselves can only be issued by a member of the IG team. Refer to the RNN Group Data Retention Schedule for appropriate destruction dates of records.

In some instances, it is usual practice within the Group for paper files to be archived on the premises and it is assumed that filing space has been allocated for this purpose for all closed files that need to be retained. In areas, however, where storage of records is limited, offsite storage will be required. It is the aim of this policy to guide staff through the process of archiving correctly, particularly in relation to offsite storage.

4. Offsite Archiving

Where space is severely limited, it may be necessary to archive paper records away from the premises. The RNN Group has therefore arranged for access to an archiving service based in Thurcroft, which is run by Chandlers Archive.

It is extremely important to note that each box of records that is sent to offsite storage has a cost implication to the Group, in terms of the cost of processing the box, the cost of storing the box for the agreed retention period, and the cost of retrieval or destruction.

5. Archiving Records - Onsite

In all cases identify the documents that need to be kept in accordance with the RNN Group Data Retention Schedule. Remove all duplicates and any unnecessary documents.

Obtain the agreed official archiving boxes and labels. Archive boxes can be accessed via the Estates helpdesk system, official RNN Group archiving labels are only available from the Information Governance team, see Appendix B for the process flowchart.

When commencing your archiving, secure papers with treasury tags, or place in appropriately labelled envelopes. Do not use staples, paper clips or rubber bands as these rust or perish.

When filling your box, itemise all the records that you are placing in the box on your departmental spreadsheet, should this be necessary, the RNN Group central record of archive will be maintained by the IG team.

Do not mix types of records or years, keep one type of record to one box, wherever possible.

You will need to identify how long your archived records need to be kept and a disposal date will be added to the label, see Appendix A. To identify retention and disposal arrangements use the RNN Group Data Retention Schedule that can be located within the IG web pages on the RNN Group web site.

In all cases the archive box should contain a list of each set of records that is in the box.

Make sure your box is not overfilled or too heavy as detailed in Appendix C. The maximum weight for Health & Safety purposes is 13 kg. Lie documents flat in the archiving box, as standing documents upright puts excess strain on the sides of the box and causes it to become misshapen so the lid will no longer fit, only fill your box up to the handle hole.

Once your box is full and you have put a list of the contents inside the box, use parcel tape to seal the box by taping around the lid and across the top of the box. Place your archiving label at the short end of the box where it is printed 'box reference', see Appendix A and Appendix C.

When boxes are ready to be collected, contact the local Estates team for collection. Boxes that are not appropriately filled or labelled will be refused collection by the Estates team.

6. Archiving Records - Offsite

In all cases identify the documents that need to be kept in accordance with the RNN Group Data Retention Schedule. Remove all duplicates and any unnecessary documents.

Obtain the agreed official archiving boxes and labels. Archive boxes can be accessed via the Estates helpdesk system, official RNN Group archiving labels are only available from the Information Governance team, see Appendix B for the process flowchart.

When commencing your archiving, secure papers with treasury tags, or place in appropriately labelled envelopes. Do not use staples, paper clips or rubber bands as these rust or perish.

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When boxes are ready to be collected, contact the local Estates team for collection. Boxes that are not appropriately filled or labelled will be refused collection by the Estates team. Collection by the appropriate offsite storage contractor will be arranged, alternatively, with prior approval from the IG team, the archive contractor can collect directly by the department requesting archive.

7. Retrieval of Offsite Records

If the records for retrieval are required urgently, delivery can be arranged for the same day, or alternatively, the retrieved record can be collected in person (with prior arrangement). However, bearing in mind the costs involved, retrieval will normally be delivered via the RNN Group contractor the next day or a specified day of the week.

Where offsite records have been approved, the IG team will have advised the contact details for the approved archive contractor to the relative department. When records are recalled, the IG team should be made aware that records will be returning to site.

Records should be returned to the offsite contractor as soon as practicable and the IG team informed accordingly.

8. Contacts

Information Governance team – Internal 4666, external 01909 504666

Estates team – Internal 2795, external 01709 722795

Chandlers Archive - 01909 561835

9. Linked policies

Data Protection policy

Data Retention policy and schedule

Security policy

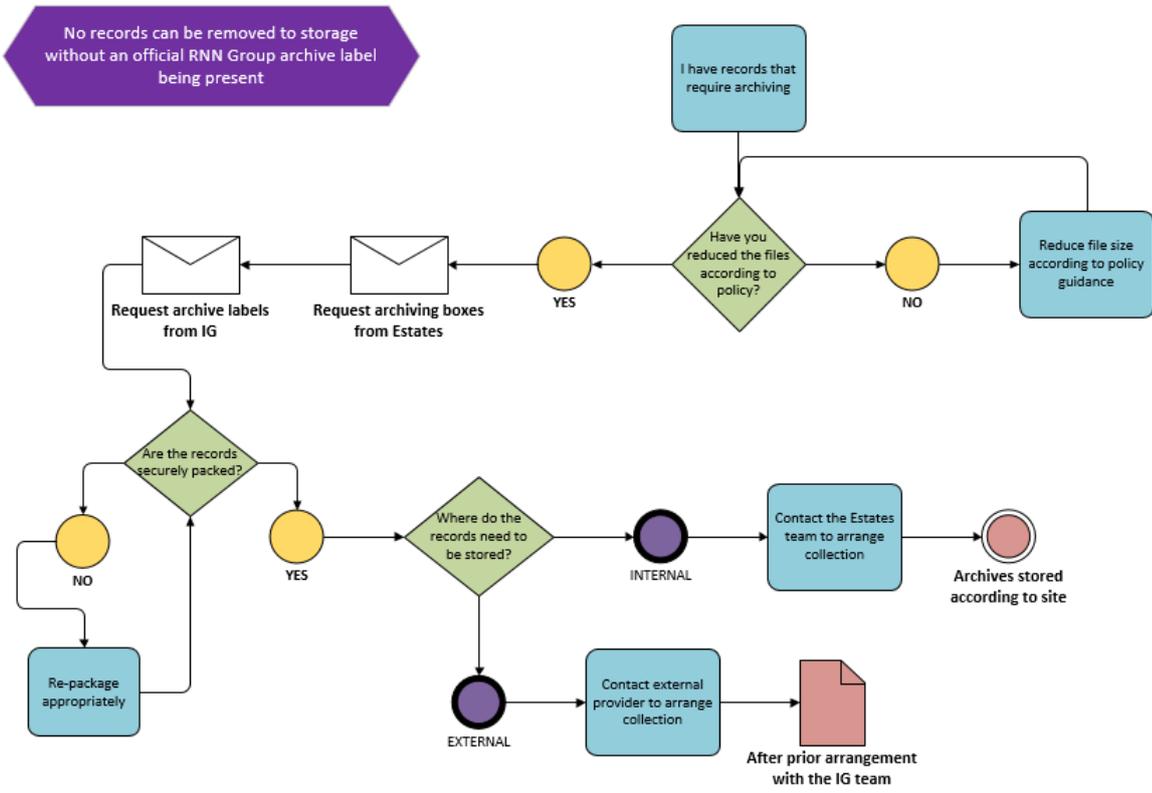
Appendix A



Authorised Archive Records

| | |
|------------------|--|
| Department | |
| Contact | |
| Contents | |
| Box Number | |
| Destruction Date | |

Appendix B



Paper Archives



Box Filling

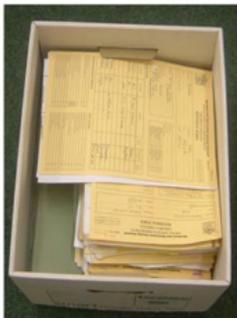
Label to be placed at the short end of the box (as pictured)



Do not stand files upright, as this puts pressure on the sides, which bulge and prevent a lid fitting correctly.

The lid must fit onto the box

Do not over fill above the handle holes



Just Right

Lay files flat in the box and fill up to the handle holes

Maximum weight per box is 13kg

Once your box is full put a list of the contents inside the box, then use parcel tape to seal the box by taping around the lid and across the top of the box.