



## **ANGUS INTEGRATION JOINT BOARD**

### **Records Management Plan (RMP) and Evidence List**

Demonstrating Records Management arrangements within the Integration Joint Board under Section 1 of the Public Records (Scotland) Act 2011

|                   |   |
|-------------------|---|
| Version:          | V1.0  |
| Author:           | Angela Dunlop, Team Leader – Information Governance |
| Owner:            | Dr Alison Clement, Clinical Director IJB            |
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#### **Report Compiled by:**

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Records Manager, Angus Integration Joint Board

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## Document Control Sheet

**AUTHOR:** Angela Dunlop, Team Leader, Information Governance

**DOCUMENT TITLE:** Public Records (Scotland) Act 2011 –  
Records Management Plan and Evidence List

### VERSION LOG

| Version | Date       | Brief Summary of Changes | Author        |
|---------|------------|--------------------------|---------------|
| 0.1     | 14/02/2019 | Draft for Approval       | Angela Dunlop |
| 1.0     | 27/02/2019 | Plan as Approved         | Angela Dunlop |

## **1.0 Introduction**

Angus Integration Joint Board is fully committed to compliance with the requirements of the Public Records (Scotland) Act, which came into force on the 1st January 2013. Angus Integration Joint Board will therefore follow procedures that aim to ensure that all of its officers employees of constituent authorities supporting its work, contractors, agents, consultants and other trusted third parties who create public records on behalf of the authority, or manage public records held by the authority, are fully aware of and abide by this plan's arrangements.

### **About the Public Records (Scotland) Act 2011**

The Public Records (Scotland) Act 2011 (the Act) came into force on the 1st January 2013, and requires named public authorities to submit a Records Management Plan (RMP) to be agreed by the Keeper of the Records of Scotland. Integration Joint Boards were added to the Act's schedule by the Public Bodies (Joint Working) (Scotland) Act 2014. This document is the Records Management Plan of Angus Integration Joint Board.

### **About Integration Joint Boards**

The integration of health and social care is part of the Scottish Government's programme of reform to improve care and support for those who use health and social care services. It is one of the Scottish Government's top priorities.

The Public Bodies (Joint Working) (Scotland) Act provides the legislative framework for the integration of health and social care services in Scotland.

It puts in place:

- Nationally agreed outcomes, which will apply across health and social care, in service planning by Integration Joint Boards and service delivery by NHS Boards and Local Authorities.
- A requirement on NHS Boards and Local Authorities to integrate health and social care budgets.
- A requirement on Partnerships to strengthen the role of clinicians and care professionals, along with the third and independent sectors, in the planning and delivery of services.

### **Angus Integration Joint Board**

Angus Integration Joint Board (the IJB) is responsible for the planning and delivery of health and social care integrated functions for Angus.

The IJB's Integration Scheme sets out the functions which are delegated by NHS Tayside and Angus Council to the IJB.

The IJB operates as a body corporate (a separate legal entity), acting independently of NHS Tayside and Angus Council. The IJB consists of six voting members appointed in equal number by NHS Tayside and Angus Council, with a number of representative members who are drawn from the third sector, independent sector, staff, carers and service users. The IJB is advised by a number of professionals including the Chief Officer, Medical Director, Nurse Director and Chief Social Work Officer.

The key functions of the IJB are to:

- Prepare a Plan for integrated functions that is in accordance with national and local outcomes and integration principles
- Allocate the integrated budget in accordance with the Plan
- Oversee the delivery of services that are within the scope of the Partnership.

Information underpins the IJB's over-arching strategic objective and helps it meet its strategic outcomes. Its information supports it to:

- Demonstrate accountability.
- Provide evidence of actions and decisions.
- Assist with the smooth running of business.
- Help build organisational knowledge.

Good recordkeeping practices lead to greater productivity as less time is taken to locate information. Well managed records will help the IJB make:

- Better decisions based on complete information.
- Smarter and smoother work practices.
- Consistent and collaborative workgroup practices.
- Better resource management.
- Support for research and development.
- Preservation of vital and historical records.

In addition we are more accountable to the public now than ever before through the increased awareness of openness and transparency within government. Knowledge and information management is now formally recognised as a function of government similar to finance, IT and communications. It is expected that the IJB is fully committed to creating, managing, disclosing, protecting and disposing of information effectively and legally.

### **Assessment and Review**

Section 5 (1) of the Act requires authorities to keep their plans under review to ensure its arrangements remain fit for purpose, therefore, all elements will be reviewed in the event of any relevant change in personnel, legislation, roles and/or responsibilities.

The RMP will be reviewed on a regular basis with a formal review being carried out on an annual basis.

Future developments under all the elements of this RMP, out with what has already agreed in both the NHS Tayside RMP or the Angus Council and Licensing Board RMP, would be carried out in consultation with the IJB.

### **Responsible Officer**

Dr Alison Clement, Clinical Director IJB and Senior Information Risk Officer (SIRO) will be responsible for all elements of the RMP with the support of either Angus Council or NHS Tayside senior officers.

For more information about the Public Records (Scotland) Act 2011, visit the website of the National Records of Scotland:

<https://www.nrscotland.gov.uk/record-keeping/public-records-scotland-act-2011>

A copy of the Act can be viewed online via the National Archives

<http://www.legislation.gov.uk/asp/2011/12/part/1/enacted>

## **2.0 Statement of Compliance**

### **Element 1: Senior management responsibility**

Responsibility for oversight of compliance with the IJB's RMP will rest with the Clinical Director of the IJB, Dr Alison Clement, jointly with the senior responsible manager identified in each of the records management plans of Angus Council Lisa Dallas and NHS Tayside Margaret Dunning in respect of those records created in the carrying out of the IJB's functions by the relevant body.

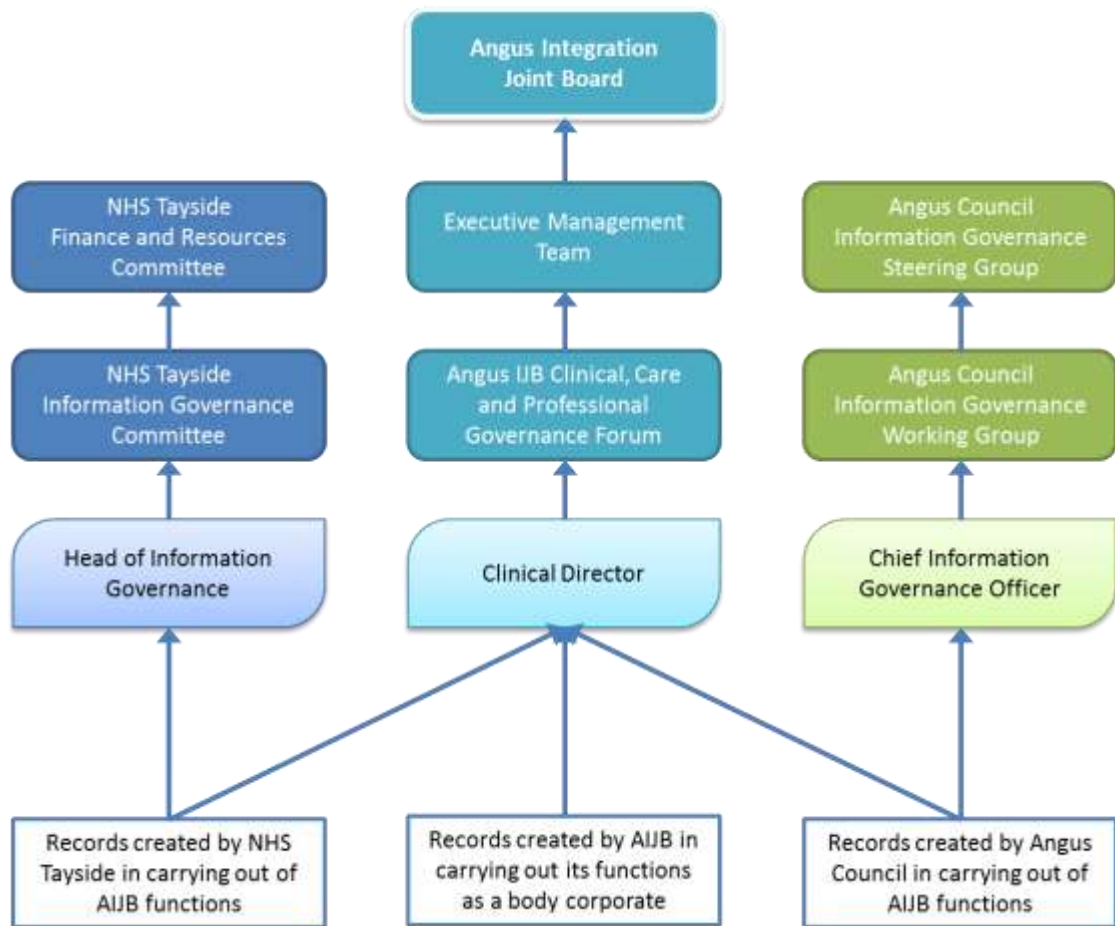
The Clinical Director will also be responsible for the oversight of compliance in respect of records of the IJB created in its role as a body corporate and its strategic planning functions. Dr Alison Clement, who has overall strategic accountability for records management, is also the Senior Information Risk Officer (SIRO) for the IJB.

Dr Alison Clement  
Clinical Director IJB & SIRO  
Angus Health and Social Care Partnership  
Angus House  
Orchardbank Business Park  
Forfar  
DD8 1AN

### **Evidence of Compliance Element 1**

- 01 – IJB Records Management Policy
- 02 – IJB Statement from Clinical Director
- 03 – IJB Roles and Responsibilities of the IJB SIRO
- 04 – AC Letter from CIGO
- 05 – NHS Letter from NHS Tayside SIRO

The reporting structure is detailed below.





## **Element 2: Records Manager responsibility**

The role of records manager in respect of records created by Angus Council in carrying out the IJB's functions, under the direction of the IJB, and in respect of records created by the IJB corporately, will be carried out by Angus Council's Team Leader – Information Governance as specified in Angus Council's RMP and confirmed in the letter from the Chief Officer of Angus Health & Social Care Partnership attached. Records created by the IJB and stored on council's systems are managed by Angus Council's Team Leader – Information Governance.

Angela Dunlop  
Team Leader - Information Governance  
Place Directorate  
Angus House  
Orchardbank Business Park  
Forfar  
DD8 1AN

On records management issues Angela Dunlop reports to Anne Garness, Team Leader 2 and Data Protection Officer who in turn reports to Lisa Dallas, Service Leader - Legal and Democratic and Chief Information Governance Officer for Angus Council.

The role of records manager in respect of records created by NHS Tayside in carrying out the IJB's functions under the direction of the IJB, and stored on NHS Tayside systems, will be managed by Ruth Anderson, Head of Health Records, and Lynda Petrie, Corporate Records and Web Manager.

Ruth Anderson  
Head of Health Records  
NHS Tayside  
Ninewells Hospital  
Dundee  
DD1 9SY

Lynda Petrie  
Corporate Records Manager  
Maryfield House South  
Mains Loan  
Dundee  
DD4 7BT

## **Evidence of Compliance Element 2**

- 04 – AC Letter from CIGO
- 05 – NHS Letter from NHS Tayside SIRO
- 06 – IJB Records Management Support
- 07 – AC Team Leader – Information Governance Job Description
- 08 – NHS Head of Health Records Job Description



### **Element 3: Records Management Policy Statement**

The IJB Records Management Policy is reflective of the recordkeeping arrangements of the IJB and makes reference to the policy statements of both the Angus Council's [Records Management Policy](#) (also published on [www.angus.gov.uk](http://www.angus.gov.uk)) and NHS Tayside Records Management Policy. The Policies set out the principles and the responsibilities of information management in the IJB that are key to records management.

The IJB have created a Records Management Policy which confirms their knowledge of the importance of ensuring that its records are managed in accordance with the Record Management Policy of both Angus Council and NHS Tayside.

The IJB's Records Management Policy is accessible to staff on Huddle which is a shared access platform.

The Records Management Policy for Angus Council is accessible on the intranet and also on the internet [www.angus.gov.uk](http://www.angus.gov.uk)

The Records Management Policy for NHS Tayside is accessible to staff on StaffNet.

All records created by or on behalf of the IJB are public assets, and are protected under secure systems and managed into destruction or permanent preservation as appropriate.

### **Evidence of Compliance Element 3**

- 01 – IJB Records Management Policy
- 10 – AC Records Management Policy
- 11 – NHS Records Management Policy
- 12 – IJB Records Management Policy and Information Sharing – Screen Dump
- 13 – AC Records Management Policy – Screen Dump
- 14 – NHS Records Management Policy, Information Governance Policy, Information Security Policy and the Data Protection Policy – Screen Dump

#### **Element 4: Business classification**

The IJB is aware of its statutory functions and what business areas exist to administer these functions.

The IJB has adopted an integrated business classification scheme for its corporate records including records created in the carrying out of the IJB's functions by NHS Tayside or Angus Council. To ensure consistency with the RMP of NHS Tayside the IJB's business classification scheme incorporates the relevant sections of the business classification scheme of NHS Tayside which will apply to all records created by NHS Tayside in the carrying out of the IJB's functions. To ensure consistency with the RMP of Angus Council the IJB's business classification scheme incorporates the classification scheme of Angus Council which will apply to all records created by Angus Council in carrying out of the IJB's functions. In relation to its corporate records the IJB has adopted the SCARRS model.

The IJB will regularly review its business classification scheme and ensure that the relevant sections remain consistent with the business classification schemes of NHS Tayside and Angus Council.

For further information and on this element please refer to element 4 of the [RMP Angus Council and the Licensing Board](#) and [RMP NHS Tayside](#).

The Angus Council's BCS implementation and review will continue to be an action in Pentana and will be reviewed in line with Angus Council's Information Governance Improvement Plan.

Angus Council's progress on this element is also referred to in the Progress Update Review submitted to the Keeper in September 2018

Business classification is also an element being addressed in the NHS Tayside Improvement and Action Plan.

#### **Evidence of Compliance Element 4**

- 15 – IJB Business Classification Scheme and Records Retention Schedules
- 16 – AC Records Management Plan
- 17 – NHS Records Management Plan
- 18 – AC Progress Update Review
- 19 – AC Information Governance Improvement Plan
- 20 – NHS Improvement and Action Plan

## **Element 5: Retention schedules**

The IJB has adopted integrated retention schedules for its corporate records including records created in the carrying out of the IJB's functions by NHS Tayside or Angus Council. To ensure consistency with the RMP of NHS Tayside the IJB's retention schedules incorporate the relevant sections of the retention schedules of NHS Tayside which will apply to all records created by NHS Tayside in the carrying out of the IJB's functions. To ensure consistency with the RMP of Angus Council the IJB's retention schedules incorporate the retention schedules of Angus Council which will apply to all records created by Angus Council in carrying out of the IJB's functions. In relation to its corporate records the IJB has adopted the SCARRS model.

The IJB's records will be created and managed on NHS Tayside and Angus Council systems, namely:

Records created on Angus Council servers and NHS Tayside servers are managed manually and are covered by the already agreed RMP's of the collaborating authorities. There is no automatic system in place for destroying/archiving the IJB's records at this time.

Angus Council currently use Carefirst for creating and processing client records and also ELMS2, CM2000, Saturn, and EMIS.

The NHS Tayside also have systems for creating and processing records including EMIS, TrakCare, AdAstra, Vision, EDS, EDD, Edison, and Clinical Portal.

For further information on this element please refer to element 5 of the [RMP Angus Council and the Licensing Board](#) and [RMP NHS Tayside](#). Retention capabilities of the electronic systems are covered by the RMP's of the collaborating authorities.

Improvements continue to be made in this area for both Angus Council and NHS Tayside records and this is highlighted in Angus Council's Information Governance Improvement Plan and NHS Tayside Improvement and Action Plan.

Angus Council's progress on this element is also referred to in the Progress Update Review submitted to the Keeper in September 2018.

### **Evidence of Compliance Element 5**

- 15 – IJB Business Classification Scheme and Records Retention Schedules
- 16 – AC Records Management Plan
- 17 – NHS Records Management Plan
- 18 – AC Progress Update Review
- 19 – AC Information Governance Improvement Plan
- 20 – NHS Improvement and Action Plan
- 21 – AC Records Retention and Disposal Guidance

22 – NHS Corporate Records Retention Schedules  
23 – NHS Health Records Operational Guidance

## **Element 6: Destruction arrangements**

As alluded to in Element 5 Angus Council and NHS Tayside have arrangements in place to destroy records that have been identified for destruction. As all IJB records are stored and processed on NHS Tayside or Angus Council's systems, they are subject to the destruction arrangements already in place in the respective collaborating authorities.

For further information and evidence on this element please refer to element 6 of the [RMP Angus Council and the Licensing Board](#) and [RMP NHS Tayside](#).

Again, work in this area is ongoing and improvements continue to be made in this area for both Angus Council and NHS Tayside records. This is highlighted in the Angus Council Information Governance Improvement Plan and the NHS Tayside Improvement and Action Plan.

Angus Council's progress on this element is also referred to in the Progress Update Review submitted to the Keeper in September 2018.

### **Evidence of Compliance Element 6**

- 16 – AC Records Management Plan
- 17 – NHS Records Management Plan
- 18 – AC Progress Update Review
- 19 – AC Information Governance Improvement Plan
- 20 – NHS Improvement and Action Plan
- 21 – AC Records Retention and Disposal Guidance
- 22 – NHS Corporate Records Retention Schedules
- 23 – NHS Health Records Operational Guidance

## **Element 7: Archiving and transfer arrangements**

Corporate records of enduring historical value created by the IJB and records created by Angus Council in carrying out the IJB's functions will be offered to the Angus Council's Archivist service.

Records created by NHS Tayside in carrying out the IJB's functions will be archived by Dundee University under an established contract with NHS Tayside. The contract is currently being updated and a copy of the revised agreement will be included as supporting evidence once it has been completed.

The IJB will follow all transfer arrangements as instructed by Angus Council and evidence relating to this can be found in the [RMP Angus Council and the Licensing Board](#) and [RMP NHS Tayside](#) under Element 7.

A procedure is in place for staff to transfer or access documents from the Archive Service as referred to in Element 7 of the Angus Council's RMP and also the AC Progress Update Review.

As no records will reach the stage of archiving until 2022 a formal contract will be entered into with the Archivist for IJB records nearer the time.

### **Evidence of Compliance Element 7**

- 16 – AC Records Management Plan
- 17 – NHS Records Management Plan
- 18 – AC Progress Update Review
- 24 – AC Archiving and Transfer Arrangements Agreement



## **Element 8: Information security**

The IJB is confident that all information security arrangements are in place and strictly adhered to for both Angus Council and NHS Tayside records. All the IJB's records are stored and processed on NHS Tayside or Angus Council systems and subject to the information security arrangements of the respective collaborative authorities.

Senior IJB Officers have full access to NHS Tayside, StaffNet and Angus Council intranet and therefore have full access to the policies of both collaborative authorities.

For further information, evidence and confirmation on this element please refer to element 8 of the [RMP Angus Council and the Licensing Board](#) and [RMP NHS Tayside](#).

Improvements continue to be made in this area and policies are reviewed on a regular basis for both Angus Council and NHS Tayside records. This is highlighted in the Angus Council's Information Governance Improvement Plan and the NHS Tayside Improvement and Action Plan

Angus Council's progress on this element is also referred to in the Progress Update Review submitted to the Keeper in September 2018

### **Evidence of Compliance Element 8**

14 – NHS Records Management Policy, Information Governance Policy, Information Security Policy and the Data Protection Policy – Screen Dump

16 – AC Records Management Plan

17 – NHS Records Management Plan

18 – AC Progress Update Review

19 – AC Information Governance Improvement Plan

20 – NHS Improvement and Action Plan

25 – AC Information Security Policy

26 – NHS Information Security Policy

27 – AC Information Security Documents – Screen Dump

## **Element 9: Data Protection**

The IJB have appointed a data protection officer who will act on behalf of the IJB and joint data protection arrangements are in place with the data protection officers for the NHS Tayside and Angus Council.

The IJB is sole data controller of personal data processed as part of its corporate and strategic planning function and joint controller with Angus Council and NHS Tayside in respect of personal data processed by them in the carrying out of the IJB's integration functions. Registration number is ZA404048.

All IJB records containing personal data are stored and processed on Angus Council or NHS Tayside systems and therefore subject to the data protection obligations of the collaborative authorities.

Angus Council staff have access to policies, including the Data Protection Policy, procedures and mandatory e-learning training on Data Protection through the Angus Council intranet. NHS Tayside staff have access to policies, procedures and mandatory training through StaffNet and LearnPro elearning system. IJB management and administrative staff have access to both NHS Tayside and Angus Council intranets and elearning systems and also to the IJB policy repository on Huddle.

Improvements continue to be made in this area for both Angus Council and NHS Tayside records. This is highlighted in the Angus Council Information Governance Improvement Plan and the NHS Tayside Improvement and Action Plan

Angus Council's progress on this element is also referred to in the Progress Update Review submitted to the Keeper in September 2018

For further information and evidence on this element please refer to element 9 of the [RMP Angus Council and the Licensing Board](#) and [RMP NHS Tayside](#)

## **Evidence of Compliance Element 9**

14 – NHS Records Management Policy, Information Governance Policy, Information Security Policy and the Data Protection Policy – Screen Dump

16 – AC Records Management Plan

17 – NHS Records Management Plan

18 – AC Progress Update Review

19 – AC Information Governance Improvement Plan

20 – NHS Improvement and Action Plan

28 – AC Data Protection Policy

29 – AC Data Protection Policy – Screen Dump

30 – AC Always Learning eLearning – Screen Dump

Angus IJB RMP Version 1.0



## **Element 10: Business continuity and vital records**

The IJB records under this element are wholly covered by the arrangements, policies and procedures of Angus Council and NHS Tayside.

The IJB records which are on the Angus Council and NHS Tayside systems are covered by the business continuity procedures of the relevant collaborating authorities.

For further information on the Business Continuity and vital records arrangements and evidence for this element please refer to element 10 of the [RMP Angus Council and the Licensing Board](#) and [RMP NHS Tayside](#)

Improvements continue to be made in this area for both Angus Council and NHS Tayside records. This is highlighted in the Angus Council Information Governance Improvement Plan and the NHS Tayside Improvement and Action Plan.

Angus Council's progress on this element is also referred to in the Progress Update Review submitted to the Keeper in September 2018

### **Evidence of Compliance Element 10**

- 04 – AC Letter from CIGO
- 05 – NHS Letter from NHS Tayside SIRO
- 06 – IJB Records Management Support
- 16 – AC Records Management Plan
- 17 – NHS Records Management Plan
- 18 – AC Progress Update Review
- 19 – AC Information Governance Improvement Plan
- 20 – NHS Improvement and Action Plan

## **Element 11: Audit trail**

The IJB's records under this element are wholly covered by the arrangements in place of Angus Council and NHS Tayside.

The IJB records which are on the Angus Council and NHS Tayside systems are covered by the audit trail provisions of the relevant collaborating authorities.

Further information on audit trails, further developments and evidence for this element are detailed in element 10 of the [RMP Angus Council and the Licensing Board](#) and [RMP NHS Tayside](#)

Improvements continue to be made in this area for both Angus Council and NHS Tayside records. This is highlighted in the Angus Council Information Governance Improvement Plan and the NHS Tayside Improvement and Action Plan

Angus Council's progress on this element is also referred to in the Progress Update Review submitted to the Keeper in September 2018

## **Evidence of Compliance Element 11**

- 04 – AC Letter from CIGO
- 05 – NHS Letter from NHS Tayside SIRO
- 06 – IJB Records Management Support
- 16 – AC Records Management Plan
- 17 – NHS Records Management Plan
- 18 – AC Progress Update Review
- 19 – AC Information Governance Improvement Plan
- 20 – NHS Improvement and Action Plan

## **Element 12: Competency framework for records management staff**

The IJB recognises that records management is an entirely separate function from general office duties and acknowledges the importance of records management principles and practices. Senior management recognise the importance of the continued development of staff with records management responsibilities within services and is open to staff attending regular seminars and conferences for continuing professional development (CPD), where appropriate. In particular, Angus Council ensures that the IJB's records manager (who also acts as records manager for Angus Council) is able to access a wide range of professional development opportunities including attending conferences organised by the Information and Records Management Society (IRMS) amongst others.

Angus Council currently provides corporate support on managing electronic and hard copy records through various e-learning courses and provides information on the Angus Council intranet in accordance with its business requirements and the Angus Council's responsibilities under the PRSA. This includes records created by the IJB corporately which are stored on Angus Council systems and records created by Angus Council in carrying out functions on behalf of the IJB. All IJB staff employed by Angus Council have access to the e-learning courses on the Council's "AlwaysLearning" Platform.

NHS Tayside currently provides corporate support on managing electronic and hard copy records through various e-learning courses and provides information on StaffNet in accordance with its business requirements and NHS Tayside's responsibilities under the PRSA. This includes records created by the IJB corporately which are stored on NHS Tayside systems and records created by NHS Tayside in carrying out functions on behalf of the IJB. All IJB staff employed by NHS Tayside have access to the e-learning courses on NHS Tayside's "LearnPro" Platform.

Further information on framework arrangements and evidence for this element are detailed in element 12 of the [RMP Angus Council and the Licensing Board](#) and [RMP NHS Tayside](#)

Improvements continue to be made in this area for both Angus Council and NHS Tayside records. This is highlighted in the Angus Council Information Governance Improvement Plan and the NHS Tayside Improvement and Action Plan

Angus Council's progress on this element is also referred to in the Progress Update Review submitted to the Keeper in September 2018

### **Evidence of Compliance Element 12**

16 – AC Records Management Plan

17 – NHS Records Management Plan

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- 18 – AC Progress Update Review
- 19 – AC Information Governance Improvement Plan
- 20 – NHS Improvement and Action Plan
- 30 – AC AlwaysLearning e-Learning – Screen Dump
- 31 – NHS LearnPro e-Learning – Screen Dump

### **Element 13: Assessment and review**

The IJB will review the plan annually to ensure that the provisions contained in it remain fit for purpose. The format for assessing and reviewing the plan will be determined by the Angus IJB as part of its Information Governance Strategy and will be led by the Dr Alison Clement, Clinical Director IJB. Please see Element 1 for reporting and review structure.

### **Evidence of Compliance Element 13**

02 – IJB Statement from Clinical Director



## **Element 14: Shared Information**

An Information Sharing - Overarching Memorandum of Understanding has been agreed between Angus Integration Joint Board, NHS Tayside, and Angus Council in respect of functions delegated to the IJB under the Public Bodies (Joint Working) (Scotland) Act 2014. A supplementary memorandum of understanding between the three parties has also been agreed which covers information sharing in relation to information not covered by the 2014 Act.

Both memoranda attached as evidence are designed to provide a governance framework for Information sharing under contracts entered into by one or more of the parties with another organisation to carry out functions on their behalf.

Further information on sharing information and evidence for this element are detailed in element 14 of the [RMP Angus Council and the Licensing Board](#) and [RMP NHS Tayside](#)

Improvements continue to be made in this area for both Angus Council and NHS Tayside records. This is highlighted in the Angus Council's Information Governance Improvement Plan and the NHS Tayside Improvement and Action Plan

Angus Council's progress on this element is also referred to in the Progress Update Review submitted to the Keeper in September 2018.

### **Evidence of Compliance Element 14**

12 – IJB Records Management Policy and Information Sharing – Screen Dump  
16 – AC Records Management Plan  
17 – NHS Records Management Plan  
18 – AC Progress Update Review  
19 – AC Information Governance Improvement Plan  
20 – NHS Improvement and Action Plan  
32 – IJB Information Sharing Memorandum of Understanding  
33 – IJB Information Sharing Supplementary Memorandum of Understanding

## ANNEX A: EVIDENCE SUBMITTED

Please find a list of evidence submitted in support of each of the elements of the Angus Integration Joint Board Records Management Plan below.

| Evidence Item ref no: | Details:  | In support of Element(s):        |
|-----------------------|---|----------------------------------|
| 01                    | IJB Records Management Policy                           | 1, 3                             |
| 02                    | IJB Senior Information Risk Owner Statement             | 1, 13                            |
| 03                    | IJB SIRO Role And Responsibilities                      | 1                                |
| 04                    | AC Letter from CIGO                                     | 1, 2, 10, 11                     |
| 05                    | NHS Letter from SIRO                                    | 1, 2, 10, 11                     |
| 06                    | IJB Records Management Support                          | 2, 10, 11                        |
| 07                    | AC TL Info Gov Job Description                          | 2                                |
| 08                    | NHS Head of Health Records - Job Description            | 2                                |
| 09                    | NHS Corporate records and web manager - Job Description | 2                                |
| 10                    | AC Records Management Policy                            | 3                                |
| 11                    | NHS Records Management Policy                           | 3                                |
| 12                    | IJB Records Management and Info Sharing - Screen Dump   | 3, 12                            |
| 13                    | AC Records Management Policy - Screen Dump              | 3                                |
| 14                    | NHS RM, Info Sec, Data Protection - Screen Dump         | 3, 8, 9                          |
| 15                    | IJB Classification Scheme and Retention Schedules       | 4, 5                             |
| 16                    | AC Records Management Plan                              | 4, 5, 6, 7, 8, 9, 10, 11, 12, 14 |
| 17                    | NHS Records Management Plan                             | 4, 5, 6, 7, 8, 9, 10, 11, 12, 14 |
| 18                    | PUR Angus Council and LB 2018 Final                     | 4, 5, 6, 7, 8, 9, 10, 11, 12, 14 |
| 19                    | AC Information Governance Improvement Plan              | 4, 5, 6, 8, 9, 10, 11, 12, 14    |
| 20                    | NHS Tayside Records Management Improvement and Workplan | 4, 5, 6, 8, 9, 10, 11, 12, 14    |
| 21                    | AC Records Retention and Disposal Guidance              | 5, 6                             |
| 22                    | NHS Corporate Records Retention Schedules               | 5, 6                             |
| 23                    | NHS Health Retention Operational Guidance               | 5, 6                             |
| 24                    | AC Archiving and Transfer of Records Agreement          | 7                                |

| <b>Evidence Item ref no:</b> | <b>Details:</b>                                 | <b>In support of Element(s):</b> |
|------------------------------|---|----------------------------------|
| 25                           | AC Information Security Policy                  | 8                                |
| 26                           | NHS Information Security Policy                 | 8                                |
| 27                           | AC Information Security Documents - Screen Dump | 8                                |
| 28                           | AC Data Protection Policy                       | 9                                |
| 29                           | AC Data Protection Policy - Screen Dump         | 9                                |
| 30                           | AC - Always Learning e-Learning - Screen Dump   | 9, 12                            |
| 31                           | NHS LearnPro e-Learning - Screen Dump           | 9, 12                            |
| 32                           | ISA Memorandum of Understanding                 | 14                               |
| 33                           | ISA Supplementary Memorandum of Understanding   | 14                               |