

### **RECORDS MANAGEMENT AND DOCUMENT RETENTION POLICY**

Report of the Head of Governance and Corporate Services  
Author: Taranjit Lalria

#### **1. SUMMARY**

- 1.1 The attached policy outlines our commitment and approach to Records Management and Document Retention. The policy applies to all Board Members and employees, including temporary staff, who handle information on behalf of Derby Homes.

#### **2. RECOMMENDATION**

- 2.1 To approve the new Records Management and Document Retention Policy as per Appendix 1.

#### **3. REASON FOR RECOMMENDATION**

- 3.1 To comply with the requirements to review key policies every three years and to ensure the policy is still fit for purpose.

#### **4. MATTERS FOR CONSIDERATION**

- 4.1 Derby Homes' Records Management and Document Retention Policy is at its three-year review period in accordance with minute 10/51
- 4.2 The Policy has been reviewed and minor changes made – see track changes in Appendix 1. Those changes do not materially change the way the policy is applied.

#### **5. OTHER OPTIONS CONSIDERED**

- 5.1 None.

#### **6. IMPLICATIONS**

##### **6.1 Consultation**

- 6.1.1 The Equalities Forum have been consulted on the policy and the equalities implications.

##### **6.2 Legal**

- 6.2.1 The Policy sets out how we comply with our legislative obligations.

### 6.3 Risk Implications

- 6.3.1 This will impact on one strategic risk:
- SR05 Risk of not complying with legislation and data protection resulting in legal action, financial penalties, and reputational damage.

### 6.4 Equalities Impact Assessment (EIA)

- 6.4.1 A new EIA has been undertaken and is attached. There are “no impacts” arising – see Appendix 2.

### 6.5 Policy Review

- 6.5.1 This is a key policy of Derby Homes and is included in the Key Policy Review Schedule. In accordance with minute 10/51 this policy will be reviewed no later than 3 years from the date of this meeting.

### 6.6 Environmental

- 6.6.1 The Policy also covers information requested under the Environmental Information Regulations (EIR).

The areas listed below have no implications directly arising from this report:

Financial and Business Plan  
Council  
Personnel  
Health & Safety

For more information please contact:

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Background information:	None
List of appendices:	Records Management and Document Retention Policy – Appendix 1 Equalities impact assessment – Appendix 2

This report has been approved by the following:

Finance Director & Company Secretary	Michael Kirk	13.11.2023
Company Solicitor	Taran Lalria	14/11/2023
Governance (checked)	Jane Haywood	31.10.2023