



# **Scottish Government Records Management Policy**

**Knowledge and Information Management Branch  
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## **Introduction**

The Scottish Government handles a very large amount of information. This information relates to specific topics and individuals as well as records of decisions made by the Government, actions taken and the rationale behind these decisions. The Scottish Government recognises that its records are an important public asset and are a key resource in the effective operation, policy making and accountability of the Scottish Government. Like any asset, records require careful management and this policy sets out the Scottish Government's responsibilities and activities in respect of this.

## **Scope**

All employees of the Scottish Government have a responsibility to effectively manage records in accordance with specified legislation and guidelines.

This policy applies to all records created, received or maintained by Scottish Government staff in the course of carrying out their functions.

## **Definitions**

A record is a piece of recorded information or document, regardless of format, which facilitates the activities and the business carried out by the Government and which is thereafter retained for a set period to provide evidence of a transaction or decision carried out by or on behalf of the Government. Records may be created, received or maintained in hard copy or electronically. Emails, SMS messages, tweets, documents, spreadsheets, presentations, database entries, photographs, sound recordings and videos may all be records.

Records management is a field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, distribution, storage and disposal of records. It constitutes a series of integrated systems related to the core processes of the Government that ensure that evidence of, and information about, its activities and transactions are captured and maintained as viable records.