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FROM: Sue Gray

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TO: Permanent Secretaries

Dear colleagues

The Information Management Council (IMC) which is a sub group of the Information Governance Board have developed two documents, The NICS Records Management Protocol for Special Advisers and an aide memoire which outline the responsibilities of Special Advisers, in managing records within their department. The Information Governance Board (IGB) has agreed the documents which have been the subject of consultation with Departments. These documents also take account of findings of the RHI Inquiry.

I would be grateful if you could share these documents with the Special Advisers within your Department, and that they are asked to familiarise themselves with the documents to ensure they comply with the policies and procedures within their department.

The documents should also be provided to Private Office staff.

If further information is required regarding these documents, please contact your Departmental Information Manager.

Personal Data

Sue Gray