

Creation



All officers should generate records that are accurate and complete, so that it is possible to ascertain what has been done and why. The quality of the records must also allow staff to carry out their work capably, show compliance with legal and regulatory requirements, and ensure accountability and transparency.

Records belong to the Council and not to individual members of staff or departments. Every member of staff has responsibilities to manage the records that they deal with.

Version control procedures should be applied to documents to ensure the current versions can be easily identified.

Guidance

[Records management policy](#)

[Records management guidance](#)

[Version control](#)