

WORCESTERSHIRE RECORD OFFICE**POLICY STATEMENT ON RETENTION SCHEDULES**

The Record Office operates a records management system through the Modern Records Unit to control County Council records.

A formal Retention Schedule was submitted to the Administrative Services (Officer) Group in May 1990 and has been applied subsequently to all departments of the Council. Procedures are regularly reviewed and updated as appropriate. On 9 October 2000 the Cultural and Community Services, Social Inclusion and Community Safety Panel considered the development of a Records Management Strategy, including a revised schedule. This was subsequently ratified by the Chief Officers' Management Board in June 2001.

POLICY STATEMENT: that the Retention Schedule be the principal guide to the retention of records in Worcestershire County Council.

Approved by the General Purposes Committee: 3 March 1993
Adopted by Worcestershire County Council: 19 November 1997