

## Legal and Democratic Services

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Our Reference: RG/MJG  
Your Reference:

23 October 2013

Dear Sir

### **Public Records (Scotland) Act 2011 – Moray Council & Moray Licensing Board Records Management Plan**

The Public Records (Scotland) Act requires the Moray Council and Moray Licensing Board to produce and follow a Records Management Plan. The plan covers 14 elements which the Council will implement:

1. Senior management responsibility
2. Records manager responsibility
3. Records management policy statement
4. Business classification
5. Retention schedules
6. Destruction arrangements
7. Archiving and transfer arrangements
8. Information security
9. Data Protection
10. Business continuity and vital records
11. Audit trail
12. Competency framework for records management staff
13. Assessment and review
14. Shared information

I confirm that I have responsibility for the Moray Licensing Board Records Management Plan which has my full support and that of the Licensing Board team who will be responsible for ensuring its implementation.

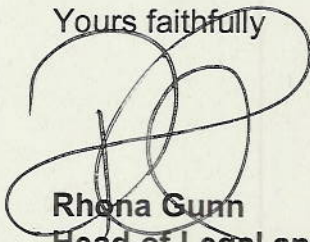
I also fully endorse the policy statement that the Moray Licensing Board will manage its records in accordance with good records management practices, standards and guidance issued by government, The National Records of Scotland, the Information and Records Management Society, Archives and Records Association, the Scottish Council on Archives and British and International standards.

In following good practice the Moray Licensing Board will ensure it has the confidence of the public in our data and information management and that we comply with legislation



including Freedom of Information (Scotland) Act, Data Protection Act, the Public Records (Scotland) Act and other access to information legislation.

Yours faithfully

A handwritten signature in black ink, consisting of several loops and a final horizontal stroke, positioned over the printed name and title.

**Rhona Gunn**

**Head of Legal and Democratic Services**