



## Chief Executive's Office

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Your Reference:

Our reference: RB/ge/1299442

07 November 2013

Dear Sir

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

The Public Records (Scotland) Act requires the Moray Council 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 overall responsibility for the Moray Council & Moray Licensing Board Records Management Plan which has my full support and that of the Corporate Management Team, who will be responsible for ensuring its implementation within their service areas.

Contd/I

A handwritten signature in dark ink, appearing to be 'R' or 'RB', located at the bottom right of the page.

I also fully endorse the policy statement that the Moray Council 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 Council 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.

Records management supports the council vision for standardisation, simplification and sharing which will be achieved across the Council through appropriate use of technology and the management of information, records and archives within the systems, both electronic and paper.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'Roddy Burns', with a horizontal line drawn underneath the signature.

**Roddy Burns**