

Information Audits and Disposal Schedules

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Public Records Act (NI) 1923

- ❑ Under the Public Records Act 1923 (NI), PRONI is the official place of deposit for public records in Northern Ireland.
- ❑ This legislation originally provided for records to be 'preserved,' but with NO necessity to make them accessible to the public.
- ❑ With the advent of access to information legislation, most notably FOIA, this has changed.
- ❑ Disposal of Documents Order (NI) 1925

The importance of preservation

- Why do we keep such records?
 - to protect the archival memory of our society
 - to ensure organisational accountability
 - to ensure legislative compliance (FOI, EIR, DPA, etc.)
 - to provide evidence of the activities, rights, obligations, transactions of an individual, a group or a society.

Records Management

- What is a 'record?'
 - **Content**
 - **Context**
 - **Structure**
 - **Authenticity**
 - **Completeness**
 - **Reliability**
 - **Fixity**

- What is 'Records Management' and why do we need it?

- ISO 15489

PRONI guidance

- PRONI's role with NI Public Authorities

- 'NIRMS' advice
 - Filing systems
 - Retention and Disposal Schedule
 - Review of records
 - Special Category records (statute barred, etc.)

- 'Guidelines on Information Audits and Disposal Schedules for Northern Ireland Public Authorities'

Records Management and your organisation

- ❑ Information Managers / Records Managers

- ❑ Information Audit

- ❑ Retention and Disposal Schedule
 - Permanent preservation
 - Review by PRONI
 - Destruction

Records Management and your organisation (contd.)

- The public sector organisation's review process
 - Regular check ups mean less pain!
- Assessing the value of their own records
 - Current or Future business need?
 - Legal or financial accountability?
 - Information available elsewhere?
 - Proof of precedent or authorization?

PRONI Review

□ First Review

- Takes place 5-10 years from date of last paper
- Historical or administrative value

□ Second Review

- Takes place 20 years from date of last paper
- Permanent Preservation
- PR 14 form
- Transfer

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