



Commissioner for Ethical Standards in Public Life in Scotland

PAA RECORDS MANAGEMENT STATEMENT

Date statement adopted: 10/02/2016

Review frequency: 3 years

Date of last review: Not applicable

Date statement must be reviewed by: 28/02/2019

This document outlines the overarching expectations of the Commissioner for the appropriate management of records by Public Appointments Advisers (PAAs).

What is a record?

In records management it is important to be clear about the difference between a document and a record.

A document is any piece of information in any form, produced or received by an organisation or person. It can include databases, website, email messages, word and excel files, letters, memos and audio and video recordings. Some of these documents will be ephemeral or of very short-term value and should never end up in a records management system.

Some documents will need to be kept as evidence of business transactions, routine activities or as a result of other obligations. These should be placed into a properly managed system and at this point, they become records. In other words, all records start off as documents, but not all documents will ultimately become records.

Effective records management will ensure that PAAs can access and make use of substantive information related to the fulfilment of that role during the period of their contract with the Commissioner.

PAA's responsibilities

It is the Commissioner's position that any and all records associated with individual appointment rounds are the property of the Scottish Government and should reside with and be maintained by the Scottish Government in accordance with the requirements of the Code. PAAs will require access to and/or will be provided with such records by the Scottish Government to fulfil their advisory and guidance role during the course of appointment rounds. As soon as a PAA's role is completed on a given appointment round they should return such documents to the Scottish Government or dispose of them securely as appropriate.



Commissioner for Ethical Standards in Public Life in Scotland

It is expected that PAAs will maintain any other records relating to their role with the Commissioner only for as long as they require them to fulfil that role and in accordance with the Service Level Agreement and Data Protection and Confidentiality policies referred to in that agreement. Guidelines on security and destruction of records are contained in the Data Protection Policy.

Further Good Practice Guidance

Good practice in records managements can be sought from the National Records of Scotland website at - <https://www.nrscotland.gov.uk/record-keeping/records-management>.