

Ron Culley
Chief Officer
Western Isles Integration Joint Board

19 August 2016

Dear Mr Culley

Public Records (Scotland) Act 2011 – Western Isles Integration Joint Board

The Public Records (Scotland) Act 2011 (the Act) came into force on 1st January 2013. It is the first new public records legislation for more than 70 years and makes provision about the management of public records by named Scottish public authorities.

Western Isles Integration Joint Board is one of the named authorities under the Act. As Keeper of the Records of Scotland, I write to remind you of your authority's obligations under the Act and to inform you how I intend to take forward the process of inviting authorities to submit their records management plans.

Part 1 of the Act, states that a named authority is required to prepare a records management plan (RMP) setting out arrangements for the management of the authority's records, and to submit the plan to the Keeper for agreement.

To assist an authority in preparing its RMP, the National Records of Scotland (NRS) has already published a model RMP and issued guidance about the form and content of plans to which an authority must have regard. This information can be found on the NRS website at: <http://www.nrscotland.gov.uk/record-keeping/public-records-scotland-act-2011>. The NRS implementation team will ensure that this is kept up to date.

The model RMP is an annotated list of the issues that a public authority should consider when formulating its records' policy. The model plan was drawn up between June 2011 and August 2012 in consultation with public authority records managers and other interested parties. It represents best practice and is supported by the guidance suite mentioned above.

It is my intention to give authorities several months notice before sending out a formal invitation to submit and I will publish a timetable of future invitations, covering a six month rolling period, which will be regularly updated. This period will allow the NRS implementation team time to discuss your authority's RMP with your Key Contact and to provide any assistance as necessary. The timetable will be published on the Public Records (Scotland) Act 2011 page of the NRS website at <http://www.nrscotland.gov.uk/record-keeping/public-records-scotland-act-2011/resources>.

At this stage, I recommend that you ensure that you have identified the member of staff who will be responsible for implementing your organisation's RMP going forward (the Key Contact). The Key Contact should get in touch with the NRS implementation team with a view to anticipating the letter of invitation, and make themselves familiar with the Keeper's model RMP on the NRS website.

In the meantime, should you require any further information regarding implementation of the Act please contact the implementation team at: Public_Records@nrscotland.gov.uk. Tel: 0131 535 1418.



Keeper of the Records of Scotland