Records Management and Retention Policy

Date	Purpose of Issue/Description of Change	Equality Impact Assessment Undertaken
October 2005	Initial Issue	
4 th June 2009	Updated	
June 2014	Minor revisions to staff titles	
3 rd June, 2019	Reviewed and updated to reflect new guidance for best practice and to ensure compliance with changes / additions to relevant legislation	
22nd September 2022	Review and minor amendments to titles	

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Governance Services	Chief Operating Officer	Compliance Task Group	22 nd September 2022

