

Channel Four Television Corporation Records Management Policy Statement

This policy refers to all records created by Channel 4 in the course of business. For the purposes of this policy, a record is any document or data, irrespective of format, which records evidence of a business activity.

The publication of this policy fulfils Channel 4's requirements pursuant to section 7, Part I of The Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000.

Aim and Scope of the Programme

Information is a corporate asset and the records of the Channel Four Television Corporation ('Channel 4') are important sources of administrative, evidential and historical information. They are vital to the organisation in its current and future activities, for the purposes of accountability, and for an awareness of its history and procedures. They form part of the corporate memory of the organisation.

Channel 4 will create, use, manage and destroy or preserve records which document its principal activities, in accordance with statutory requirements.

Records Management is fundamental to organisational efficiency. It ensures that the right information is:

- captured, stored, retrieved and destroyed or preserved according to need;
- fully exploited to meet current and future needs and to support change; and
- accessible to those who need to use it.

Channel 4 aims to ensure that:

- the appropriate technical, organisational and human resource elements exist to make this possible; and
- its records management policy encompasses records in all media in all parts of the organisation and in all forms.

Definition of a record

In this policy, "records" mean documents or data which form recorded evidence of a business activity. It is the aim of Channel 4 to treat all records according to the same principles and procedures irrespective of format.

Objectives of the Records Management Programme

The objectives are:

- Adequate records of Channel 4's business activities are created and captured.
- Channel 4 has the information to reconstruct activities or transactions that have taken place.
- Appropriate access to those records is provided for Channel 4 staff.
- The records can be interpreted.
- It is clear who created the record, during which business process and how it relates to other records.
- The integrity and authenticity of the record can be demonstrated.
- The record can be maintained through time despite changes of format and is still accessible, trustworthy and able to be interpreted.

- Records required for business, accountability or cultural purposes are retained and remain useable for as long as they are needed.
- Records of long term value are identified and preserved as archives.
- Other records are confidentially destroyed when no longer required in line with the retention schedule.

Statement of responsibilities for Records Management

- Heads of Department are responsible for the application of records management policy in their areas of responsibilities. This includes ensuring awareness of records management policy among their staff, ensuring records are transferred in a timely manner to the custody of Information & Archives, and ensuring records kept by their department are retained and/or disposed of in accordance with the retention schedule and statutory requirements.
- All staff are responsible for creating complete and accurate records of their activities. All staff, including contractors, consultants and temporary workers, are responsible for ensuring that all business records are managed in accordance with Records Management best practice and are accessible to Channel 4.
- The Information & Archives team are responsible for developing records management policies and procedures and issuing guidance to staff.
- The Information & Archives team are responsible for the appraisal, storage, retention and disposal of the records transferred into their custody, and the long term preservation of records deemed to be of permanent value. They are also responsible for the documentation of all these processes.

Outline of the legislative and regulatory framework

- Data Protection Act 1998
- Freedom of Information Act 2000 and the Lord Chancellors Code of Practice on the Management of Records under Freedom of Information (FOIA Section 46)
- Arrangements under Schedule 9 of the Communications Act 2003

Supporting policies and guidelines:

- Records Retention Schedule
- Freedom of Information Policy
- Data Protection Policy
- Channel 4 Historical Archive Policy
- Information Security Policy
- Mobile Device Policy
- Channel 4 Code of Conduct

This policy will be reviewed every 3 years. The next date for review is Sep 2016.
Information & Archives Team