

Keeping records

All public sector employees are responsible for making and keeping records of their official activities.

[National Archive and Public Records Law 2007]

What is a record?

Records are the official documents you **create** or **receive**, in the course of daily business.

They *record* the details of actions, communications and decisions.

Records provide evidence of government policies, decisions, activities and transactions. They indicate what was done, by whom and why.

Whose records are they?

Records produced in the course of your work, **belong to your public sector agency**.

They are the information assets of the Cayman Islands Government.

Recognising records

A record is any document or data which:

- provides **evidence** of official activities (actions, communications and decisions)
- provides **information** to support official activities (research, analysis, drafts)

Questions you can ask to identify records

- Does it record a decision?
- Does it require a response or action?
- Does it outline a policy?
- Does it contain information about someone's rights or entitlements?
- Does it prove that something was done?
(for example: background check; inspection; referee report)
- Does it document official communications or arrangements?
- Does it provide advice?
- Does it contain a directive, or approval?
- Is it necessary for future reference or ongoing work?

What do I have to do?

1. Read the **Government Email Policy** and Guidelines to understand your responsibilities.
2. Remember that you must **make and keep records** of Government business.
3. Remember that these records belong to Government and **can be requested** by the public under the *Freedom of Information Law*.
4. **Contact** your Departmental Records Officer or Information Manager to find out about your agency's rules and tools for managing records.
5. If your agency has a **paper filing system**, you must ensure all records are placed onto an official physical file.

This includes:

* paper documents, for example:

- invoices, letters, application forms, plans, photographs

* print-outs of electronic documents, for example:

- emails, Word documents, spreadsheets, images, reports generated from computer data

6. If your agency has **records management software**, you must ensure all records are captured into an official electronic file.

This includes:

* scanned images of paper documents, for example:

- invoices, letters, application forms, plans, photographs

* electronic documents, for example:

- emails, Word documents, spreadsheets, images, reports generated from computer data

7. **Do not file** duplicates, distribution copies, junk mail, advertising material, leaflets. Do not file documents relating to your own private or social matters. Publications may be placed in your agency's reference library.
8. You **must not destroy** any records without permission. Do not shred, throw out or give away paper records. Do not delete emails or other electronic records of Government business.

For more information, contact CINA: 949 9809 or CINA@gov.ky

Visit our intranet: <http://cina.gov.ky/recordsmanagement>