

CONTROL OF RECORDS

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This Policy summarises the systems and arrangements in place at the Home to control records and personal files in line with the requirements of the Registration Authority.

1. Each set of records will be maintained in a secure location within the Home's Administration offices, and in such a manner as to prevent deterioration or spoilage. Records will be collated and filed in an orderly fashion and indexed so as to be easily retrievable.

2. A Quality Records Log will be maintained which will identify the following for each set of records, taking into account statutory requirements as applicable:
 - Location of storage.
 - File References, where records are stored electronically.
 - Length of time records are kept ("Retention periods").
 - Who has responsibility for maintenance and control of these records.
 - Staff who are authorised to have access to individual sets of records.

3. Obsolete records will be processed as follows:
 - 3.1 *Where history records are required* - archived under the control of the Proprietor. In such cases, archiving shall be for a initial 7-year period, after which the Proprietor will review the need to continually retain the records. Thereafter, archived records will be reviewed annually; those that can be disposed of will be shredded, per 3.3 below.

 - 3.2 The Proprietor must always be aware of appropriate legislation / regulations governing the storage periods for archived records, and archiving will be in accordance with these requirements. A log of archived records will be maintained by the Proprietor.

 - 3.3 *Disposal* - obsolete records that are no longer needed will be disposed of by cross-cut shredding . This will require written authorisation from the Proprietor, and can be done in-house or by a specialist contractor. Where contractors are used these will be listed on the Preferred Suppliers Lists, ref *Form No 1-03*.

FORMS REFERENCES:

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| Form No: 1-03 | Register of Suppliers & Contractors |
| Form No: 1-26 | Records Log |
| Form No: 1-27 | Log of Archived Records |