

Records Management Policy

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 evidences business activities. 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 Policy

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 business continuity. 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 requirement and business need.

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

- Captured, stored, retrieved and destroyed or preserved
- Fully exploited to meet business requirement and to support change
- 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 effective records management possible.

The Records Management Policy encompasses records in all media, in all parts of the organisation and in all forms. It is the aim of Channel 4 to treat all records according to the same principles irrespective of format.

Objectives of the Records Management Programme

- To ensure adequate records of Channel 4's business activities are created and captured
- Appropriate access to those records is provided for Channel 4 staff.
- The records can be interpreted
- It is clear who created the record, for which business activity and how it relates to other records
- The integrity and authenticity of the record can be demonstrated
- Records required for business, accountability and/or cultural purposes are retained and remain useable
- 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
- Channel 4 has the information necessary to reconstruct activities or transactions as required

Statement of responsibilities for Records Management

- 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.
- Heads of Department are responsible for ensuring The Records Management Policy is adhered to across their areas of responsibility. This includes: Ensuring their staff are aware of the requirements of The Records Management Policy, ensuring records are transferred in a timely manner to the custody of Information & Archives, and ensuring records kept within their department are retained and/or disposed of in accordance with the retention schedule.
- The Information & Archives team are responsible for: Developing records management policies and procedures, providing advice to all departments on recommended records retention periods and keeping the departmental retention schedules up to date. The team are also responsible for: The appraisal, storage, retention and disposal of the records transferred into their custody, the long-term preservation of records deemed to be of permanent value and for documenting these activities.

Outline of the legislative and regulatory framework

- Data Protection Act 2018
- 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:

- Departmental Retention Schedules
- Freedom of Information Policy
- Data Protection Policy
- Channel 4 Historical Archive Policy

This policy will be reviewed every 3 years; the next policy review is due in 2023.