

Records Management: Complying with the S.61 FOI(S)A Code

A workshop examining the Records Management Code of Practice under section 61 of the Freedom of Information (Scotland) Act 2002

The Scottish Information Commissioner has issued many Freedom of Information Decision Notices criticising Scottish public authorities for having inadequate records management in place. The FOISA code of practice on records management relates to all records in a public sector organisation including e-mails and electronic records. This workshop is packed full of practical advice and tips about how to apply those requirements in a public sector organisation. It is suitable for all those who are responsible for ensuring compliance with FOISA and its records management requirements.

Edinburgh: 22nd October 2008

£245 + vat

Full details of each venue can be downloaded from our website.

Programme - 10am to 4pm

Key requirements under S.61 Code

- Policy
- Responsibilities
- Skills & competencies
- Organisational structure

Managing Records

- Active records
- Semi-active
- Arranging/classifying records
- Retaining records
- Destroying records

Records audit

- How to complete an audit
- Using the data
- Resource issues

Electronic Records

- Managing electronic records
- BIP (PD) 0008
- ISO 15489

Public Records Act

- Interface with s61 code
- Implications for transfer of records

The Link with other Legislation

Who Should Attend?

All those who deal with information management and compliance issues including:

- FOISA co-ordinators
- Data protection officers
- Information Managers
- Records Managers
- IT managers
- Archivists
- Knowledge managers

Comments from Previous Delegates

"Useful interaction of the other delegates and the discussion format rather than just being talked at." AB, Harrogate BC

"Use of scenarios was most helpful."
DJ, Merseyside Police

"The whole format of learning whilst being able to share experience with others."
CH, Hertfordshire CC

"Useful relationship between FOI and DPA especially case studies and discussion."
HL, St Martin's College

Our Speaker

Philip Jones

Philip Jones is Head of Information Governance at Staffordshire County Council and a former Chairman of the Records Management Society of Great Britain. He is a visiting professor at Northumbria University. He has authored two books on records management and has lectured throughout the world on this subject.

Full biographies can be read at www.actnow.org.uk.

MORE INFORMATION LAW RESOURCES

Act Now Training is the UK's leading provider of courses on information law and information management for the public sector. We have a wide range of resources and articles on our website and all are completely free:

Free Information Law Newsletter

Act Now publishes a free quarterly e mail newsletter on all aspects of information law/information management. It is packed full of the latest stories, articles and links relating to data protection, freedom of information, surveillance law and records management. With almost 5,000 subscribers, it is the most popular newsletter of its kind for the public sector.

Freedom of Information Podcast by Ibrahim Hasan

The UK's first and only freedom of information podcast. Listen to Ibrahim talk about the latest FOI decisions from the Information Commissioner and the Information Tribunal. Listen to guest interviews and download previous scripts. This resource has been reviewed in the Times and is the best way to keep up to date with the latest developments in FOI law and practice.

Full details on our website www.actnow.org.uk

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- Surveillance Techniques
- Re Use of PSI Regulations
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- Information Security
- Contract Drafting
- Anti Social Behaviour Orders (ASBOs)
- Giving Effective Evidence
- Writing Witness Statements
- Local Authority Prosecutions
- Employment Law

A list of our courses, in house clients and testimonials can be read on our website: www.actnow.org.uk Contact us to discuss your training needs on 01924 451054 or by e mail : info@actnow.org.uk

BOOKING FORM

Delegate(s) Details - Please complete in BLOCK CAPITALS			
Delegate Name(s)			
Course Title, Venue & Date			
Organisation			
Full Address			
Phone and Fax Numbers		Email :	
Invoice address (if different)			
Our Reference (if any)		Purchase Order Number	

Four easy ways to book

Phone	on 01924 451054
Fax	your booking form to 01924 451129
Post	your booking form to Act Now Training Ltd, 64 Bradford Road, Dewsbury, WF13 2DU
Book Online	at www.actnow.org.uk where additional information incl. venue maps are available

Fee: The fee is inclusive of refreshments, lunch and course documentation. Overnight accommodation is not included.

Booking Conditions: You will receive an invoice and venue details by post within a few working days. If you are booking within 7 days of the event we recommend you contact us to check your booking has been received. Cancellations will only be accepted 30 calendar days before the event no matter when you booked your place. After this date the full fee is payable. Substitute delegates are welcome at any time without additional charge. We reserve the right to cancel the event or change the venue or speakers due to circumstances beyond our control.

Disabilities & Special Needs: If you have any specific requirements please notify us and we will be happy to make reasonable adjustments.

Data Protection: We will use your information for administering your attendance at Act Now training courses and to keep you informed of future Act Now events. If you do not want us to do this please let us know. We do not share your details with any other organisation. A full privacy policy can be read on our website.