



G669

INFORMATION AND RECORDS MANAGEMENT

POLICY STATEMENT

Nottinghamshire Police recognises that recording the right information and ensuring that it is available to the right people in the most appropriate format is an essential support function.

To this end, the Force shall employ a robust information and records management system which will ensure that staff have information that is accurate, complete, reliable, secure, safe from misuse and properly managed.

The Force shall organise and store information and records in ways that makes it easily understood and accessible whilst meeting all statutory and regulatory requirements.

Author: _____ Date: _____

Robin Smith
Information Manager
HQ Corporate Development

Signed: _____ Date: _____

Steve Green
Chief Constable

This policy should be read in conjunction with the appropriate Procedures, Guidance and Rules outlined below: -

PD 444 Information and Records Management Guidance
PD 445 Force Records Management Manual