



See further Information on the IT Customer Portal covering the Information Management group, remit, structure, membership and current approved policies & procedures

<http://itservices.midlothian.gov.uk/home.aspx>

Records Champion - Role and Responsibilities*

The Records Champions shall co-ordinate and assist with:

- Representing local records management on the respective Directorate Information Management Groups;
- Advising staff on compliance with the Records Management Plan, including how to manage records in offices and use the corporate retention schedule;
- Supervising and co-ordinating in-office records management procedures and structures, such as file plans;
- Maintaining a central File Register listing paper records held in, and transferred between, offices;
- Ensuring destructions of paper and electronic records in offices are appropriately recorded;
- Supporting the training of staff in role-related records management, whether through in-office training, e-learning or attendance at training modules provided by the Records Centre staff.
- Authorising local staff to view/withdraw records from the Records Centre via the Records Centre Online Database.
- Liaising with the Records Centre and co-ordinating transfers, reviews and destructions including:
 - Maintaining a central list of records sent to the Records Centre
 - Allocating box numbers to Administrative staff
 - Managing monthly-generated Action Lists of records due for review/destruction and co-ordinating responses from managers
 - Actively assisting Records Centre staff to review historical and unallocated orphaned records

*NB: the Records Champion role combines responsibilities previously described under the 'Records Superuser' and 'IT Service Co-ordinator' roles. The Records Champion role should be considered to supersede these previous titles, with regard to records responsibilities.