

CLASSES OF RECORDS



DEFINITION OF RECORD

The definition of a record as defined in the Freedom of Information Act 2014 includes:

- Written or printed material in any form (including in any electronic device or in machine readable form,
- A map, plan or drawing,
- A disc, tape or other mechanical or electronic device in which data other than visual images are embodied so as to be capable, with or without the aid of some other mechanical or electronic equipment, of being reproduced from the disc, tape or other device,
- A film, disc, tape or other mechanical or electronic device in which visual images are embodied so as to be capable, with or without the aid of some other mechanical or electronic equipment, of being reproduced from the film, disc, tape or other device.

Within the local government sector a record is defined as:

- Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such an activity. (*National Retention Policy for Local Authority Records in Ireland, Local Government Management Services Board (LGMSB), 2002*).

CLASSES OF RECORDS

Offaly County Council's records may be classified as follows:

- Physical records are those records, such as paper, that take up physical space.
- Electronic records are those records that are generated with and used by information technology devices.

EXAMPLES OF RECORDS

Offaly County Council maintains a wide variety of records. Examples of records created or held by the County Council include:

- Policies and plans
- Procedures and protocols
- Correspondence
- Application forms
- Legal documents
- Financial documents
- Agendas and minutes of meetings
- Registers
- Maps and drawings

LIFE CYCLE

Records are regarded as having a three stage life cycle as follows:

- ❖ **Current records** are those records which require frequent access. These records are held in the offices of the County Council.
- ❖ Records become **non-current** when they are required to be consulted only on an infrequent or occasional basis. Non-current records are stored off-site and are retained until the period of non-currency is concluded.
- ❖ **Archive/Disposal** - this is the stage, following the period of non-currency, when decisions are made as to whether to
 - (i) retain records for a further period of non-currency,
 - (ii) archive the records or,
 - (iii) destroy the record as they will have no further role to play.