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Important regarding Records Management -
please pass to your Business Manager, HR
Manager & Data Protection Officer

Records Management #2
*A summary of why effective Records
Management pays*



The business benefits of effective Records Management are often not understood or simply ignored.

Why does it make sense?

One of our Records Management experts Molly Kirkham gives her thoughts;

As an expert in Records Management, I am used to dealing with clients who keep looking at full cupboards of current files and archives and then shutting them again really fast!

The reality is though, that unmanaged, archives grow & eventually can get out of control.

This is often fuelled by a lack of understanding of why it could be really important and unawareness of services like our own which can sort it all out for you.

We have a specialist Records Management Service which is here to help.

<https://onewest.co.uk/records-management/>

The argument for getting on top of records management is simple:

Good records management can increase both your organisation's efficiency and effectiveness.

Knowing what information you hold, where it is, and how it can be retrieved, will allow you to make both informed and timely decisions.

It's a key way your organisation and employees, can be more productive via ready access to what they need.

It also means being able to find everything you need to respond to information requests under GDPR or FOI, reducing some of the difficulties of this often-stressful process.

Every organisation has compliance obligations and these often revolve around records. Whether it is Ofsted, the Information Commissioners Office (ICO) or the Health & Safety Executive, regulators look for good records.

Poor management practice and mistakes can lead to enforcement in the form of fines or prosecution. Litigation from regulators or from individuals, can also lead to significant reputational damage. Good records management practice can help avoid this.

Vital records may be able to be more effectively safeguarded from accidental damage, loss, or theft. You can also ensure that these records are readily available during emergencies, so your organisation can continue to function as needed.

Finally consider space. It is valuable and getting your records handled off site releases it for more productive use.

Solutions such as ours are surprisingly affordable. We offer end to end pick up, storage, retrieval, digitisation (where required) and when the time comes, secure disposal.

We come to you and with carbon reduction in mind, our fleet is all electric.

There is usually a business case to get 'records sorted' and we can help with developing that – no charge.

So why wouldn't you take a look at your own records management and engage with us to help?

If you want to know more straight away feel free to drop my colleague **Steve Debruin** a line for a chat. You can get him via Steve_Debruin@bathnes.gov.uk



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