

Pyemont Ellie - Public Inquiry Team

From: Hutchison Neil - Public Inquiry Team
Sent: 18 January 2016 18:05
To: DI Mailbox - DPS Public Inquiry Team
Subject: TP Information managers

From: Hutchison Neil - HQ Directorate of Professional Standards

Sent: 29 July 2014 14:05

To: TP - Borough Commanders <[REDACTED]>

Cc: TP - ACPO Commanders [REDACTED] HQ Directorate of Professional Standards [REDACTED] HQ Portfolio & Planning

[REDACTED] HQ Directorate of Professional Standards

Band B1 DSU 1

Subject: TP Information managers

Dear Colleagues,

At the Borough Commanders briefing last week you will recall that I presented on MPS Records management and Op FileSafe.

Commander D'Orsi asked that information be provided on current staff assigned the role of Information Managers on BOCUs. Attached is the latest list, it may be out of date for some of you. As this is a role rather than a post you will need to assign the role to someone else if the named member of staff is no longer with your BOCU.

As I explained in the briefing our intention is to delay commencement of Op FileSafe until we have developed and tested a standardised IT platform for all BOCUs to record material filed on division or retained in storage by TNT. Southwark have kindly volunteered to field test when it is ready. This will ensure a standardised format for recording document storage and destruction decisions. It will also be centrally searchable to enable us to recover relevant documents.

Some preliminary steps you could take to ensure compliance with MPS Records management policy, Data Protection legislation and MOPI guidelines include:

1. Appoint an SLT member as SPOC for Records management.
2. Appoint an Information manager (IM) if you don't already have one. If the IM recorded on the attached is not accurate please inform [REDACTED] in the Public Access office and he will update the list.
3. Ensure you have a current Senior Designated Officer for each building you are responsible for.

See the attached link for the current list of SDOs: BAND B1

Shortcut to:

http://intranet.aware.mps/Resources/Resources_Directorate/03_Property_Services/08_Senior_Designated_Officer/Index.htm#list

4. Check with your JPS lead that current arrangements for submitting case files to registry are functioning effectively (in general this does work well).
5. Task your IM to ensure that any new material sent for storage at TNT is properly indexed and recorded in compliance with guidelines provided by Records Management department (at present compliance is very poor).
6. Task your IM to review material currently held FOD to identify any that has passed its Management of Police Information (MOPI) retention period and is therefore suitable for destruction. A record should be kept of material destroyed and the rationale.
7. At present there is no MOPI period for retaining material relating to police corruption investigations or undercover operations. Please ensure that if any such material is found it is retained and e mail DPS - AC Public Inquiry Team with details.



IMs List JUNE
2014.xls

Thanks

Neil Hutchison | Detective Superintendent
AC Professionalism. Public Inquiry Team
Metropolitan Police Service

MetPhone: [REDACTED] Mobile: [REDACTED]

Address: [REDACTED]

The DPS intranet site can be viewed at the following link: <http://intranet.aware.mps/DCP/DPS/Index.htm>

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