DRAFT

17 June 2014

<u>**Assistant Commissioner Professionalism**</u>

<u>**Public Inquiry & Review Team**</u>

<u>**Review of MPS records management - Terms of Reference.**</u>

- **Introduction**

Experience shows that the current MPS approach to records management does not allow us to effectively locate all material held in relation to a subject / request.

The Stephen Lawrence Independent Review conducted by Mark Ellison QC on behalf of the Home Secretary has highlighted a number of issues relating to 'historic' counter corruption intelligence and investigations. Criticisms made include failure of the MPS to locate documentary records relating to historic corruption enquiries.

- **Overriding Strategic Objectives**

  - Review Records Management Policy

  - Obtain independent scrutiny

- Conduct an operational review to ensure integrity regarding current documents held by the MPS 'outside' agreed storage (FileSafe).

- Support delivery of Record Management strategy and associated internal awareness campaign (DMC)

- Work with Total Technology Programme to convert 'hard copy' records into digital format that is compatible with current MPS systems, ensuring a long-term searchable solution that will maximise ability to locate held documentation.

- **Governance**

The review will be managed through a Command structure based on Gold Group principals.

Gold - AC Hewitt
Silver - DCS (Burton)
Bronze / SIO - DSU ███████   DSU 1

- **Methodology**

Implement a 3 stage approach to satisfy the strategic objectives

Immediate

Plan and implement Operation FileSafe, a coordinated 'sweep' of all MPS estate to recover unregistered documents, supporting (B)OCU's and ensuring compliance through dip-sampling and targeted interventions.

Plan and complete a compliance testing operation for every MPS (B)OCU / Department.

Identify key internal stakeholders to assist with the process and ensure processes are aligned to other corporate strategies such as Total Technology.

Medium term

Identify and develop digital solutions for record indexing and management of all MPS records, prioritising corruption files and documents processed through Operation FileSafe

Ensure that the digital solution is the most cost effective and is compatible with current MPS systems allowing data transfer and searching through existing IT.

Draft policy in conjunction with internal stakeholders for submission to MB regarding future storage, retention and retrieval of documents. This policy will deal with the following issues;

- Physical storage documents
- Retention of documents
- Disposal of documents including authority levels and recording of disposal decisions
- Retrieval of documents

Develop an internal awareness campaign with DMC that will introduce new policies and working procedures.

Long Term / Legacy

Implement digital solution that affords appropriate capability for storage, searching and retrieval of documents.

Implement appropriate policy and procedures to ensure effective and efficient management, storage and retrieval of data.

Facilitate delivery of internal messages / training package that will introduce new policy and procedures.

D/Supt Chris Robson