

# CORPORATE POLICY

## BUSINESS CLASSIFICATION SCHEME

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## Who and what is this Business Classification Scheme for?

All employees of Aberdeen City Council (ACC), its 3rd party contractors and Arm's Length External Organisations (ALEOS) need information and records every day in order to do their jobs – the Council cannot function or meet its objectives without it. This Policy is not just for those working on or assigned information and records management roles, it is for all Council staff, for every role, at every grade, in every part of the Council.

The Council deliver a wide range of services to our citizens throughout their lives; from registering a birth, to educating and protecting children, through to supporting vulnerable people to live as independently as possible. These services touch every aspect of our citizens' lives, from the environment we live in, to the roads we drive on, and the community facilities we all access. The Council's management of information and records are fundamental to ensuring that we are accountable for the services we deliver in a way that reflects our duty of care as a public authority to our citizens and stakeholders now and in the future. This is essential for:

- Making informed decisions based on accurate, good quality and up to date information;
- Explaining and evidencing why we have made a particular decision or carried out a particular action in a particular way at a particular time;
- Promoting democracy and protecting the rights of our people and our organisation.

This Business Classification Scheme Policy defines the Council's framework for classifying and managing our information and records, based on our key functions and activities. Our functions are what we do, rather than who does them.

This Policy should be read as part of the broader Information and Records Lifecycle Management Policy, including the Records Retention and Disposal Schedule.

## Why do we need a Business Classification Scheme?

Under the terms of the Public Records (Scotland) Act 2011, the Council has a statutory duty to manage its information and records appropriately. Having in place and being able to evidence the use of a Corporate Business Classification Scheme is a key element of fulfilling this duty whilst being compliant with other related legislation such as Data Protection and Freedom of Information. The Council has in place an Information and Records Lifecycle Management Policy which sets out the Council's commitment to the proper management of our information and records throughout their lifecycle.

This [Business Classification Scheme](#) is structured using the Council's functions and activities rather than our organisational structure (Directorates, Services and Teams), which has many additional advantages:

- It will allow our information and records to be classified and retrieved consistently over time, because the core functions that the Council undertakes change far less often than our organisational structure.
- The Business Classification Scheme will provide the framework to ensure that our information and records are easy to find, supporting effective and efficient working.
- The Business Classification Scheme will provide the framework for consistently applying the Council's Records Retention & Disposal Schedule to ACC's information and records, making sure that ACC retains what we need for our business and dispose of what is no longer required.
- The Business Classification Scheme will provide the framework for ensuring that the Council's Information Asset Register makes clear links between the Council's Information Assets and their business purpose.

The Business Classification Scheme provides the framework for ACC to ensure that our records are accessible and useable to those who need them, for as long as they need them, and that appropriate security and access arrangements are in place to limit access to records and protect them where appropriate.

### **How does it work and how will we make it happen?**

Every Council team will manage the information and records created, used and managed by their teams, regardless of the technical or physical format or age of the information or record, in accordance with the corporate Business Classification Scheme, using service level file plans. This includes but is not limited to paper records, email, spread sheets, and data in business systems, audio and video recordings and webpages. The Business Classification Scheme provides the first three levels, determined by the core and corporate business functions onto which every team and services folder structure and service level file plans will be mapped.

Overall governance and strategic responsibilities for this policy are assigned to the Council's Senior Information Risk Officer (SIRO). All activity relating to this policy will be monitored, actioned and reported on to the SIRO through the Information and Records Lifecycle Management Project Board and Information Management Governance Group. Information Asset Owners and Administrators will be responsible for ensuring all staff understand and act in accordance with their responsibilities outlined in this policy.

### **APPROVAL OF POLICY**

The Business Classification Scheme will be maintained, developed and kept up-to-date with any legislative or business change requirements. This policy will be reviewed annually in conjunction with the Corporate Information and Records Lifecycle Management Policy to ensure that it meets business and accountability requirements and measurable standards of good.