

Good Management Good Records

Good Management Good Records, the disposal schedule of the Department of Health Social Services and Public Safety (DHSSPS), its Arms Length Bodies and those working under contract to them was initially published in December 2004. It included advice and guidance on records management within the then HPSS, including the minimum retention periods for different types of records.

In November 2011 GMGR was reviewed and extended to cover the records of the Department, HSC organisations and those working under contract to the HSC.

Since the publication of GMGR in December 2011, Information Management Branch (IMB) of the DHSSPS has received queries relating to the retention and disposal of records. Each of these has been answered following consultation with the appropriate policy branch and where appropriate the responses are available online.

Disposal Schedules are prepared in accordance with the Public Records Act (NI) 1923 and by the Disposal of Records Order (S.R. & O.1925 No. 167). This Act and Order sets out the records management responsibilities of every Public Body in Northern Ireland.

A review of GMGR is appropriate.

HSC Organisations have participated in the review and a revised GMGR has been prepared for consultation.

If you would like to respond to the consultation please review the consultation document and then complete the accompanying response form. These can be accessed at www.dhsspsni.gov.uk/consultations .

This consultation will run for a period of 8 weeks.

Responses may be submitted electronically via the online questionnaire, e-mailed to gmgr@dhsspsni.gov.uk or sent by post to:

Good Management Good Records Consultation
Department of Health, Social Services and Public Safety
Information Management Branch
Strategic Management Directorate
Castle Buildings
Belfast
BT4 3SQ

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Millar'. The signature is written in a cursive style with a large initial 'J' and a smaller 'M'.

John Millar
Head of Branch
Information Management