

Our Ref FOI – 20140528-00256-1

Dear Mr Thompson

Regarding your recent application under the Freedom of Information Act 2000 please find below details of our response.

Please supply a copy of your Records Management Policy

Although we have no standalone Records Management Policy we do address the matter in our Information & ICT Security Policy Framework. I have attached this and our Retention Policy.

If you disagree with our decision or are otherwise unhappy with how we have dealt with your request, in the first instance please write to St Helens Council, Internal Audit, Town Hall, Victoria Square, St Helens, Merseyside WA10 1HP. Should you remain dissatisfied with the outcome, you have the right under Section 50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Regards

Andy Paton
Systems & Information Management Officer