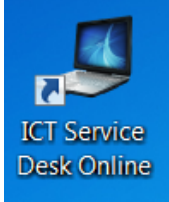## <u>Information Management Checklist for Teams Moving</u>

Teams moving within an office or from one office to another should follow this checklist. It will ensure adequate planning and housekeeping is done before the move and it will help to ensure information remains secure during the move.

Managers of teams are strongly advised to sign and keep a copy of this checklist as proof they have fulfilled their responsibilities.

	Activity	Further guidance	Done? (write N/A if not applicable)
1	Work out as a team how much storage space you are likely to have in your new location. This should be agreed with your moves liaison officer. If your records can't fit into the allocated space you need to reduce the volume you store on site, before you move. This checklist will help you. If you have concerns speak to your liaison officer.		
2	Review and destroy records held in offices in line with WCC retention schedules. Take into account legal holds such as IICSA legal hold destruction. The IICSA hold records shouldn't be destroyed even if the length time specified in retention schedules has passed.	Information Management > Retention & Disposal Scroll down page for IICSA Legal Hold on Destruction info	
3	Old electronic devices should be returned to WCC ICT for wiping incase they hold confidential personal/commercial/business information. Leaving them behind would be a data breach. Contact ICT by raising an ICT helpdesk call. Examples of such devices include: cameras, memory sticks, computers, this includes devices which are old, shared with partners or have been used by customers.	ICT Service Desk Telephone Number is: 01926 414141 ICT Service Desk Online Logo on desktop	
4	To securely destroy paper documents that contain confidential personal/commercial/business information, always follow: The Procedure for Secure Disposal of Confidential Waste.	Facilities Management >	

		Procedure for the Disposal of Confidential Information	
	The Information Handling and Safe Haven pages lists information risk classifications and protective markings, with examples. This will help you decide what type of information should be destroyed securely. Remember, the guidance on these pages should be followed day to day in order to share and transfer information securely. **Only non-confidential information should be placed in skips for recycling**	Information Handling and Safe Haven guidance > Safe Haven/information Security classification	
5	Any records that you do not have room to store in the office should be transferred to the Records Management Service (RMS) offsite storage. ● Training for how to use the service is accessible via Your HR > More Links to Self Service > Career & Development > Book onto a learning activity. Search 'IMC' or course code 'DS007' ● Order supplies (empty boxes and a barcode for each box) in advance using the RMS supplies order form (under 'Supplies' section) ● Order cable ties form ESPO online ● Request IMC user account via ICT Service Desk > Records Management	Transferring Records Into RMS Storage (scroll down page for transfer guidance)	
6	Scanning paper records Scanning can bring benefits but should not be seen as an instant way to save space. Neither will be always be the most cost effective solution. You should also consider whether there is a need for scanned information to adhere to standards for legal admissibility of information. For a list of things to consider visit Managing Electronic Information pages. Facilities also offer a scanning service which is chargeable. For more information contact postandmeetingservices@warwickshire.gov.uk	Managing electronic information Scroll down for Scanning section	

7	If your team do not have time to send files to Records Management Service storage you can consider our contractor (Iron Mountain) to carry out the work. You can have the records boxed, uplifted and catalogued and you will be invoiced directly. This work will be done in line with Records Management Service guidance and we will need the information below from you to get an accurate quote: ● Cost Centre code and authorisation from CC manager ● Exact location of records & access issues ● Approximate number of records in a box ● Quantity of Iron Mountain boxes you will need to house your records. The inner capacity of a box is 38cm (l) x 27cm (w) x 25cm (h) ● A list of record types to be catalogued ● Where to locate information that needs to be catalogued e.g. file title & reference number. Contact recordsmanagement@warwickshire.gov.uk for more information. Call 01926 738585 or 01926 738713		
8	On the day of the move/before the office is vacated the manager of each team moving should sign the Transferring Information During An Office Move Declaration to confirm that no information (paper or electronic) has been left behind. It should then be passed to the Property Services move manager for them to sign. Leaving offices/buildings with personal information still remaining will be considered as an Information Incident and will be investigated. Information security and protection is everyone's responsibility.	Information Management: Service change or re-design pages Scroll down page for Office Moves section	

The Manager of team that is moving should sign and keep as evidence:

I declare points on this checklist have been completed

Name (print) .... Position…………………………………………..

Service ………………………………………… Team name …………………………………

Signature ………………………………………. Date………………