

Montague Road Moves

Information Management Advice

Introduction

Zoe van Well

‘Change Management Workstream’

for Montague Road Moves

Objectives

- Responsibility
 - Keeping information secure
 - Retention/legal hold of disposal
- How to use the Records Management Service
 - Disposing of information
 - Iron Mountain
 - More information

Responsibility

It's everyone's responsibility to ensure information is handled securely and to make sure it remains accessible, at all times.

- Information: paper records, electronic, data, emails, memory stick
- Transferring information e.g. in prep for an office move

Checklist & Move declaration

[IM Checklist for Montague moves](#) - can be completed as a team

[Transferring Information During An Office Move Declaration](#) – to be signed by manager of team moving

These are available at:

[Information Management > Service Change or Re-Design](#)

Or [Montague Road relocation](#)

Recycling

Recycling is applicable to non-confidential/non-internal paper documents

Use black bags provided by Facilities Services.

Tie up when ready for collection.

Flatten cardboard and leave with filled bags

Collection of black bags is by caretaker for health and safety reasons

Confidential Information/Records

Paper

Raise the call with Facilities hotline complete a simple form:

[Disposal of confidential information form \(DOCX, 51 KB\)](#).

Red sacks and ties will be provided to the customer by the site caretaker. Collections and destruction of confidential papers will be arranged e.g. monthly to meet demand. This is a service cost.

Electronic

Raise request via ICT service desk to dispose of (return) electronic devices which contain/potentially contain data/records.

Removal of other items

Hazardous items

Information on how to dispose of hazardous items is to be confirmed. For Health and Safety reasons refrain from attempts to remove such items until information is communicated.

'Junk'

To be confirmed. Contact Facilities/Colin Jones in first instance.

Concerns & comments

- Space – fitting your records into your new office area
- Retention?
- Records at Mont road left by previous teams
- Short on time?
- Move champion/manager should forward any concerns to recordsmanagement@warwickshire.gov.uk or call 01926 738713

Contacts & More Info

Get in touch:

recordsmanagement@warwickshire.gov.uk

Tel: 01926 738713

- IMC training (transferring records into storage) – standard training offered each month, book via ‘Your HR’ code ‘DS007’
- [WCC Incident Procedure](#) – information breaches/losses
- [WCC file tracking and missing files procedure \(PDF, 88.95 KB\)](#)
- [Managing Paper Information](#)
- [Montague Road relocation](#) intranet page
- [Project Team - who's who](#)

Any Questions

HR

Health and
Safety?



Removing
items