

Technical Standards

Information Security

Information Technology. Code of Practice for Information Security Management ISO /IEC 17799:2000 ([link](#))

General

Records Management- Requirements ISO/CD 15489-1 ([link](#))

This is the key international records management standard, and was developed from the Australian standard by an international committee with members from many countries including the People's Republic of China. It covers many of the topics in this infoKit in more detail, and Part 2 has additional information about auditing and monitoring records systems to make sure that all organisations can meet their legal and accountability requirements.

Records on Paper

Recommendations for the Storage and Exhibition of Archival Documents British Standard 5454 (2001) ([link](#))

Microfilm

Preparation of Microfilm and other Microforms that may be required as Evidence British Standard 6489 (1991) ([link](#))

Electronic Imaging and Data

Code of Practice for the Legal Admissibility and Evidential Weight of Information stored electronically British Standards Institute PD 0008 (1999) ([link](#))

Copy documents which have to be supported by standard certificates of authenticity

In the vast majority of cases demands for copies of records from Crown Officers, defence officers or anyone else will not require formal authentication by the educational institution and its officers.

There are however an increasing number of situations in which a record may have to be submitted in a law court. This may be necessary, for example in a case where a person is claiming a professional qualification that is being challenged, or in cases of fraud, suspicion of drug dealing, or terrorism. Personnel cases may include gender or disability discrimination, bullying, wrongful dismissal, and health and safety cases.

As records manager your task is to ensure that the records produced by your institution's officers are authentic and reliable

The weight required of the record as evidence will vary depending upon whether the case is a civil or criminal one, and whether the record is original or a copy. In a civil case the usual test will be the 'balance of probabilities', in a criminal case the test is 'beyond all reasonable doubt'.

If as a matter of general practice copies or originals can be produced to satisfy these requirements, this is likely to satisfy virtually any situation.

The standards are set by the following government organisations

- Crown Prosecution Service (in Scotland Procurators Fiscal)
- Customs and Excise
- Inland Revenue

Although there are slight differences in wording between general UK and Scottish Acts the thrust of the legislation is identical.

In England and Wales the standard is set by

The Police and Criminal Evidence Act, (1984) Section 69

In Scotland the standard is set by

The Criminal Procedure Act (Scotland) Act 1995 Section 279, schedule 8

The provisions of this Act were further codified in

Act of Adjournal (Criminal Procedure Rules (1996) Chapter 26.1

In the appendices to these Acts there are a series of standard forms, which should be used whenever records are required under a warrant or other legal discovery document.

You need to know about the existence of these, but as a general word of caution you should always look for advice from your institution's legal officer, who can get independent legal advice if necessary.

Signing Authority

Because the type of event discussed above is rare and likely to involve the institution's senior management, the institution's legal officer should sign legal forms. The reason for this is that procedures leading up to the event are likely to have begun under formal search warrants or writs to the institution, and not informally to an individual member of staff.

However there may be less formal circumstances in which a record is certified by a member of staff usually by endorsing it with a phrase such as 'this is a true and accurate copy of the...' and signed and dated.

Remember:

- You must have clear-delegated authority from your institution to sign on its behalf in exactly the same way as you would if were authorised to sign a contract on its behalf.
- You have personal responsibility for the accuracy and validity of the information supplied.