

MANUAL TITLE BIP 0008:2004 Compliance	PARENT REF : BIP 0008:2004
PROCEDURE TITLE: BIP 0008: 2004 Policy Statement	DOC REF HSIM PD01
ISSUE : 2	Page 1 of 9
WRITTEN BY: Peter Wilson	APPROVED BY: Peter Wilson
ISSUED BY: John Curtis	DATE : 01.03.2005

**Policy Document for Compliance with Code of Practice for Legal Admissibility
and Evidential Weight of Information Stored Electronically
(BIP 0008:2004)**

Contents

1. Scope
2. Information Covered
3. Document Types
4. Document Origination
5. Storage Media and File Formats
6. Standards
7. Document Retention
8. Destruction Policy
9. Legal Advice
10. Duty of Care
11. Responsibilities

Annex A Document Retention Policy

Annex B Legal Advice Sought

MANUAL TITLE BIP 0008:2004 Compliance	PARENT REF : BIP 0008:2004
PROCEDURE TITLE: BIP 0008: 2004 Policy Statement	DOC REF HSIM PD01
ISSUE : 2	Page 2 of 9
WRITTEN BY: Peter Wilson	APPROVED BY: Peter Wilson
ISSUED BY: John Curtis	DATE : 01.03.2005

1. Scope

This policy is designed to cover documents entrusted to Hugh Symons for the purpose of microfilming and scanning with intention of the finished product being hosted by the client's in-house microform or EDMS.

As such all electronic or microform information is transient within our internal storage systems and the scope of this policy limits our responsibilities accordingly.

All processes are documented in our ISO 9000 procedures

Document life cycles are covered by this policy and are as follows:

- Creation - original documents are received from customers either as paper, analogue or digital format for conversion into an alternative format
- Retention Period- see Annex A
- Access - document access is restricted to appropriate employees of Hugh Symons Information Management (HSIM) as documented in the ISO Procedures Manual
- Revisions- It is not within the scope of HSIM's responsibilities to manage revisions of a client's documents unless there is a specific and formally agreed procedure for that client
- Destruction - documents are destroyed in accordance with Section 8 of this policy

2. Information Covered

Stored information covered by this policy relate to those used in relation to all aspects of activities undertaken on behalf of HSIM clients. Documents included within the scope of this Policy are detailed in the retention schedule (see Annex A)

MANUAL TITLE BIP 0008:2004 Compliance	PARENT REF : BIP 0008:2004
PROCEDURE TITLE: BIP 0008: 2004 Policy Statement	DOC REF HSIM PD01
ISSUE : 2	Page 3 of 9
WRITTEN BY: Peter Wilson	APPROVED BY: Peter Wilson
ISSUED BY: John Curtis	DATE : 01.03.2005

3. Documents Types

Document types covered by this policy relate to those used in relation to all aspects of the bureau service and include:

-  **Original Hardcopy Documents**
-  **Microform Media**
-  **Electronic Media**

4. Document Origination

Paper documents are captured into the HSIM production system by the application of document scanners, from A6 up to A0 as appropriate, in accordance with the procedures documented in the ISO Procedures Manual.

Microform documents are captured by the application of Microform scanners appropriate to the microform in accordance with the procedures documented in the Procedures Manual.

Electronic documents are imported into the HSIM Production System

Audit trails are either created by the HSIM Production System or manually in accordance with the procedures documented in the Procedures Manual

5. Storage Media and File Formats

All document types detailed above are held on media as described in Annex A

6. Standards

All electronic information storage within HSIM is stored on compliance with , BIP 0008:2004 together with any referenced British and/or International Standards

MANUAL TITLE BIP 0008:2004 Compliance	PARENT REF : BIP 0008:2004
PROCEDURE TITLE: BIP 0008: 2004 Policy Statement	DOC REF HSIM PD01
ISSUE : 2	Page 4 of 9
WRITTEN BY: Peter Wilson	APPROVED BY: Peter Wilson
ISSUED BY: John Curtis	DATE : 01.03.2005

7. Document Retention

7.1 Electronic Records (Client)

This section deals with electronic files stored on the HSIM Production System.

- All documents will be retained on the main system until they have passed through all of the production processes. The final process is the quality and validity check and out put to transferable media, most typically CD-R
- Once complete all documents will be written to WORM media and to backup tape as a failsafe
- WORM media will be retained for a minimum of six months or to suit the individual requirement of the client. This may either be no retention or long term contracted retention, depending on the specific requirement for the job (see Job Requirement Form –HSSF071)
- Tape backup will be retained for a minimum of six months or to suit the individual requirement of the client. This may either be no retention or long term contracted retention, depending on the specific requirement for the job (see Job Requirement Form –HSSF071)

7.2 Paper Records (Client)

This section deals with paper records used to generate the electronic records or microform records stored on the HSIM Production System.

- All paper records will be retained until the completion of the production process
- All paper records that have been entrusted to HSIM to destroy will be securely destroyed 4 weeks after electronic documents have been returned to client
- All records not entrusted to HSIM to destroy will be returned to clients within 4 weeks of the electronic documents being returned

MANUAL TITLE BIP 0008:2004 Compliance	PARENT REF : BIP 0008:2004
PROCEDURE TITLE: BIP 0008: 2004 Policy Statement	DOC REF HSIM PD01
ISSUE : 2	Page 5 of 9
WRITTEN BY: Peter Wilson	APPROVED BY: Peter Wilson
ISSUED BY: John Curtis	DATE : 01.03.2005

7.3 Microform Records(Clients)

This section deals with microform records either being used to generate the electronic records or microform records that have been generated from original paper documents

- All microform records will be retained until a logical section of the job is complete
- Once a logical section is complete the microform records will be returned to the client
- No Microform record will be retained by HSIM as a back up unless the client has specifically contracted with HSIM to provide an archiving service

7.4 Electronic Records (Internal)

This section deals with electronic records create as part of the Production Control Process and provide the audit to the cycle of client's documents through this process

- All records will be retained for a minimum of one year
- All records relating to the specification of an individual job will be kept for a minimum of 5 years
- All internal records will be retained as part of the backup procedures

7.5 Paper Records (Internal)

This section deals with all internal paper records.

- Production Statistical Documents will be converted into an electronic format and thereby be included with 5.4 above
- Other documents will be retained according to the schedules in Annex A

MANUAL TITLE BIP 0008:2004 Compliance	PARENT REF : BIP 0008:2004
PROCEDURE TITLE: BIP 0008: 2004 Policy Statement	DOC REF HSIM PD01
ISSUE : 2	Page 6 of 9
WRITTEN BY: Peter Wilson	APPROVED BY: Peter Wilson
ISSUED BY: John Curtis	DATE : 01.03.2005

8. Destruction Policy

The procedure for the destruction of original documents is detailed in the Procedures Manual. All original documents covered by this policy document are destroyed using the same procedures

No original client documents are destroyed until the electronic version has been checked

Electronic documents are only routinely destroyed on the agreement of the client or by exceeding the policy retention period






A certificate of destruction is produced to record the secure destruction of original documents.

9. Legal Advice

Clients' Documents legal situation is the responsibility of the client. For all other documents HSIM have sought and obtained agreement for the retention policy detailed in this document (Annex B)

10. Duty of Care

HSIM have a duty to keep secure and accurate original documents or authentic copies of them. This is achieved by implementing the following policy:

-  Implementing this policy document
-  Implementing an Information Security Policy
-  Ensuring that only trained staff have access to the system
-  Ensuring that acceptable Quality Control Procedures are implemented
-  Ensuring that HSIM legal advisors are consulted and appropriate action is taken.

HSIM comply with BIP 0008:2004, together with any referenced British and/or International Standards

MANUAL TITLE BIP 0008:2004 Compliance	PARENT REF : BIP 0008:2004
PROCEDURE TITLE: BIP 0008: 2004 Policy Statement	DOC REF HSIM PD01
ISSUE : 2	Page 7 of 9
WRITTEN BY: Peter Wilson	APPROVED BY: Peter Wilson
ISSUED BY: John Curtis	DATE : 01.03.2005

11. Responsibilities

This Policy document should be reviewed annually under the control of the Managing Director. Where changes are agreed they are implemented using the Change Control Procedures as outlined in the Company's ISO 9000 Procedures (HSSP03)

This Policy and any revisions should be approved by the Board of Directors of HSIM prior to its implementation

The maintenance of compliance with BIP 0008:2004 (the latest version where appropriate) is the responsibility of the Head of Internal Audit

MANUAL TITLE BIP 0008:2004 Compliance	PARENT REF : BIP 0008:2004
PROCEDURE TITLE: BIP 0008: 2004 Policy Statement	DOC REF HSIM PD01
ISSUE : 2	Page 8 of 9
WRITTEN BY: Peter Wilson	APPROVED BY: Peter Wilson
ISSUED BY: John Curtis	DATE : 01.03.2005

Annex A Document Retention Policy

This policy relates to HSIM Production System electronic Information Storage only






Document Type	Media Type	Retention Period	Responsibility
Clients Documents	WORM*	6 months	Production Manager
Financial Reports	DISK	7 years	Company Secretary
Purchase Invoices	WORM	7 Years	Company Secretary
Payroll	WORM	7 Years	Company Secretary
Letters	DISK	7 Years	Company Secretary

*WORM= Optical disk (**W**rite **O**nce **R**ead **M**any), generally CD-R

MANUAL TITLE BIP 0008:2004 Compliance	PARENT REF : BIP 0008:2004
PROCEDURE TITLE: BIP 0008: 2004 Policy Statement	DOC REF HSIM PD01
ISSUE : 2	Page 9 of 9
WRITTEN BY: Peter Wilson	APPROVED BY: Peter Wilson
ISSUED BY: John Curtis	DATE : 01.03.2005

ANNEX B Legal Advice Sought

Advice has been sought from the following:

-  Parent Company's Company Secretary
-  External Auditors
-  External Legal Advisors
-  Customs & Excise
-  Inland Revenue