



NAMA BOARD MEETING

12th March 2015

AGENDA ITEM: 18

RECORDS MANAGEMENT UPDATE

PRESENTER: Martin Whelan

FOR BOARD DECISION

NAMA is committed to managing all records created and held by the Agency (including records created by members of the Board, Board committees and by NAMA officers) in accordance with best practice in records management. The NAMA Records Management Policy provides a statement of intent and overall guidance regarding NAMA's approach to records management.

In accordance with this Policy, NAMA is in the process of carrying out a review of the management of its electronic records (email and file). As part of this review, it is necessary to consider email records created by officers of NAMA. It should be noted that current policy stipulates that emails of long-term value be filed in the appropriate corporate document repository.

In that context, it is recommended that the Board resolves to approve the proposal that email records of NAMA officers be deleted one year after their departure from the Agency. Approval is also sought to apply this proposal retrospectively to the email records of former NAMA officers.

The rationale for retention of email records for one year is for the purpose of ensuring business continuity. The proposed policy is in line with the approach adopted by similar organisations in the public and private sector.