

3.12 Archiving Procedure

Scope of this chapter

BMC has a responsibility to retain all information pertaining to young people who have been in their care and to store this information in a safe, secure storage facility to ensure it is kept in good condition.

The information being stored may be archived in a storage facility which must include a record of its whereabouts should it be recalled in the case of an investigation/request from authorised personnel to share information.

Contents

1. **Guidelines for Information to be Stored**
2. **Arrangements for Delivering Archiving Boxes to the Halesfield Maintenance Unit**
3. **Archiving Procedure Once a Box is Delivered to the Halesfield Maintenance Unit**
4. **Recalling Boxes if Required**
5. **Revision History**

1. Guidelines for Information to be Stored

- a. Boxes are required to be packed to a good standard;
- b. Paperwork is to be packed in large envelopes each marked with the young person's name, property, and school, date of birth and admission date along with what paperwork the envelope contains;
- c. Envelopes are then to be filed in archiving boxes with an inventory clearly marked on the box;
- d. The weight of the boxes must not exceed 25kg;
- e. No folders, clothes, toys, paintings are to be put in boxes.

2. Arrangements for Delivering Archiving Boxes to the Halesfield Maintenance Unit

- a. Arrangements to deliver completed archive boxes to Unit 8, Halesfield must be made by email to: maintenancedept@brynmelyncare.com.

It is the responsibility of the site to ensure that they can deliver their boxes at the arranged time to the Halesfield site;

- b. Staff at the Halesfield site will decline to receive boxes that arrive incorrectly packed and they will be returned to the site they came from for correct packing to be completed.
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3. Archiving Procedure Once a Box is Delivered to the Halesfield Maintenance Unit

- a. Enter the following information onto the archive spread-sheet:
 - Box number;
 - Name of young person;
 - Name of house/site/school/clinical etc;
 - Number of envelopes in box;
 - Tape up box, write box number on each end of box, name of house/site/school/clinical etc.
- b. Arrange for collection by Horsehay (archive storage contractor) from Halesfield to storage facility;
- c. Driver to sign logbook held at Halesfield to acknowledge collection and number of boxes collected.

4. Recalling Boxes if Required

- a. There may be times when there is a need to recall a box; e.g. during an investigation, at the request of a local authority etc. Any retrieval request must come via a member of the senior management team (SMT) supported by an electronic authorisation in support. As much information as possible should be offered to help identify the location of the box. This information should be the box number if known; name of young person, site, and the database checked to identify its location;
- b. It is the responsibility of the Archive Administrator to locate the box via the storage company and arrange for delivery to the Halesfield site;
- c. It is the responsibility of the person recalling the box to collect it from Halesfield.

Revision History

Date last updated: April 2020

Date of next review: April 2021

Date of release: December 2018

End