

Chief Executive

Board Headquarters
Garden House
Kirkwall
Orkney
KW15 1BQ
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The Keeper of the Records of Scotland
National Records Scotland
HM General Register House
2, Princes Street
Edinburgh
EH1 3YY

Date: 29 February 2016
Enquiries to Suzanne Lawrence
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Email: suzanne.lawrence@nhs.net

Dear Sir,

Public Records (Scotland) Act 2011
Element 1 Senior Management Responsibility
Element 2 Records Manager Responsibility
Element 3 Records Management Policy Statement
Element 4 Business Classification Scheme

The Public Records (Scotland) Act requires that NHS Orkney creates and maintains a robust Records Management Plan (RMP) to ensure efficient management of all corporate and health records. **Element 1** of this plan expects NHS Orkney to identify senior management sponsorship of all elements of the RMP.

I write to advise that as Chief Executive of NHS Orkney, I have overall strategic responsibility for records management within the Board area. NHS Orkney will ensure that it fully complies with its responsibilities under the Act. I am entirely supportive of the RMP developed within NHS Orkney, which is submitted for your consideration and agreement. Suzanne Lawrence, Public Records Project Officer, leads on the development of the plan supported by the local Project Steering Group **Element 2**. The managers responsible for day-to-day records management are: Jean Aim, Board Secretary (Corporate Records) and Anne McOmish, Clinical Administration Manager (Clinical Records)

As part of the plan, I endorse the Records Management Policy for corporate and health records as required in **Element 3**. The Policy is circulated throughout the organisation and senior management teams are responsible for their dissemination locally.

NHS Orkney will have a new Healthcare facility opening in the 2018-19 financial year. The eHealth Workstreams for our new healthcare facility include scoping for electronic records management systems to include Electronic Medical Records. A project team is in place to take this forward. The work done to date on our Business Classification Scheme with corporate functions and activities will be pivotal in achieving this **Element 4**.

Yours Faithfully

A handwritten signature in blue ink that reads 'Cathie Cowan'.

Cathie Cowan
Chief Executive

Orkney NHS Board Headquarters:
Garden House, New Scapa Road,
Kirkwall, Orkney KW15 1BQ

Chair: Ian Kinniburgh
Chief Executive: Cathie Cowan

Orkney NHS Board is the common name of Orkney Health Board



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