

## 8. RECORDS MANAGEMENT

Records are one of the Council's most vital assets. They support decision making, document activities, provide evidence of policies, decisions and transactions, and underpin the daily work of the Council.

To ensure that records are managed properly, the Council aims to conform to the Code of Practice on Records Management which has been issued by Ministers in accordance with Section 61 of the Freedom of Information (Scotland) Act 2002 and has adopted a Records Appraisal, Retention and Disposal Policy detailing how it intends to manage its records. This details the Council's commitment to ensuring that records are accurate and reliable, can be retrieved easily and are kept for no longer than is absolutely necessary.

For further information on records management and the Council's Records Policy, please contact:

Head of Law and Administration  
Corporate Services Department  
Angus Council  
Angus House  
Orchardbank Business Park  
Forfar DD8 1AN  
Telephone: 01307 476247  
Fax: 01307 476299  
Email: [LAWADMIN@angus.gov.uk](mailto:LAWADMIN@angus.gov.uk)

### Archives






Council records of historical interest that have been identified for permanent preservation have been transferred to the custody of the Council's Archives Service. The contents of archives are not included in the publication scheme, although supporting information such as lists of content and guidance to finding information are. However, the contents of our archives are made accessible to the public and requests for access should be directed to:

Angus Archives  
Hunter Library  
Restenneth Priory  
By Forfar DD8 2SZ

Telephone: 01307 468644  
Email: [angus.archives@angus.gov.uk](mailto:angus.archives@angus.gov.uk)  
<http://www.angus.gov.uk/history/archives/default.htm>

Angus Archives is open Monday to Friday 10am - 4pm, exclusive of public holidays. Angus Archives is located at the Hunter Library, Restenneth Priory, just 2 miles out of Forfar. View the map for the location of Angus Archives:

[http://www.multimap.com/maps/?zoom=14&countryCode=GB&q=DD82SZ#map=56.65638,-2.8472|14|4&bd=useful\\_information&loc=GB:56.65327:-2.8484:14|DD82SZ|DD8%20SZ](http://www.multimap.com/maps/?zoom=14&countryCode=GB&q=DD82SZ#map=56.65638,-2.8472|14|4&bd=useful_information&loc=GB:56.65327:-2.8484:14|DD82SZ|DD8%20SZ)

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