1. **Scope**

All records created as part of complying with the requirements of the ISMS are controlled under this procedure. Documents which specify how the ISMS will work are controlled in line with [ISMS DOC 7.5.3](../Section%207%20-%20support/MSS_DOC_7.5.3.docx).

1. **Responsibilities**

Owners (see control section 8.1.2 of the [Manual](../Manual/001%20Information%20Security%20Manual.docx)) are responsible for identifying the records that will be generated by the processes or assets for which they are responsible, or which should be generated to indicate conformity with the ISMS, and for ensuring that they are controlled in line with this procedure. Records must remain legible, readily identifiable and retrievable.

1. **Procedure**
   1. Every record established under this procedure must be identified by means of a sticker which identifies the object as being a record within the ISMS. This sticker must identify Retirement Capital, the classification of the information contained in the record, the owner of the information and the date it was generated (or covers).
   2. The existence of the record must be referenced in the procedure or work instruction which leads to its existence.
   3. Where necessary, records can be given serial numbers in respect to the specific process to which they relate.
   4. The retention period for the record is determined by Retirement Capital’s overall approach to document and record retention, as set out in [ISMS-C DOC 18.1.3a](ISMS-C_DOC_18.1.3a.docx).
   5. Records are subject to the levels of protection appropriate to information of their classification level (i.e. at least the same as that of the asset to which they relate or the information they contain) and they are therefore protected, stored, maintained and disposed of in line with the requirements of the ISMS.
   6. Record identification:

Records labels are created as follows:

**XXFFVVDDMMYYYY**

|  |  |
| --- | --- |
| **XX** | **Information Classification** |
| CO | Information Classification: Confidential |
| RE | Information Classification: Restricted |
| PR | Information Classification: Private |
| PU | Information Classification: Public |

|  |  |
| --- | --- |
| **FF** | **Function** |
| AD | Administration |
| BO | Board |
| DE | Delivery |
| FI | Finance |
| HR | Human Resources |
| IS | Information Security |
| IT | Information Technology |
| OP | Operations |
| PP | Portfolio / Propositions |
| QA | Quality |
| SA | Sales and Marketing |
| TE | Technical |

DDMMYY = Issue date DD/MM/YYYY

***Document Owner and Approval***

The Director (CISO) is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This procedure was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature:

Date: 14/11/2020

**Change History Record**

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| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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