

Ken Muir
Chief Executive
General Teaching Council for Scotland
Clerwood House
96 Clermiston Road
Edinburgh, EH12 6UT

6th June 2018

Dear Mr Muir

Records Management Plan (RMP): General Teaching Council for Scotland

Thank you for submitting the records management plan (RMP) of the General Teaching Council for Scotland and the accompanying evidence as required under Section 1(1)(a) of the Public Records (Scotland) Act 2011.

I have now reviewed the plan and the supporting evidence, and I am pleased to be able to **agree** that they combine to set out proper arrangements for the management of the General Teaching Council for Scotland's public records. I will publish the assessment report for your authority on the National Records of Scotland website.

In reaching this determination, I expect the General Teaching Council for Scotland to fully implement the agreed plan to meet its full obligations under the Act.

I enclose the report into my findings with recommendations (if applicable). I would urge you to consider any recommendations I have made, and remind you that, under section 5 of the Act, an authority must:

- (a) keep its records management plan under review, and
- (b) if the Keeper so requires (whether at the time of agreement of the plan or otherwise) carry out a review of the plan by such date ("the review date") as the Keeper may determine in accordance with subsections 2 to 4.

Your RMP has been agreed on certain conditions. I am able to do this for certain elements under what I have termed an 'improvement plan'. These conditions are highlighted in the enclosed report, but for ease of reference I include them here:

- Element 4. Business Classification
- Element 5. Retention schedule
- Element 6. Destruction Arrangements
- Element 7. Archiving and Transfer
- Element 10. Business Continuity and Vital Records
- Element 11. Audit trail

I therefore request that I am regularly updated on the progress of work in these areas. If you are unclear what is required of your improvement plan please contact my Assessment Team at public_records@nrscotland.gov.uk

I may review an agreed RMP only after 5 years has elapsed since the date of any previous agreement. If I believe there is evidence to support the view that an agreed plan is not being implemented, or if the authority has failed to comply with its agreed RMP, I may intervene before the 5 year period has elapsed.

I would recommend that you publish the agreed plan, both for the information of your staff and service users and to assist in the sharing of best practice across Scottish public authorities. If you do, it would be helpful if you could inform public_records@nrscotland.gov.uk

Yours sincerely



Laura Mitchell

Deputy Keeper of the Records of Scotland