

8.7 Records Management System – CRITICAL STANDARD

ADMINISTRATION

STANDARD 8.7 The agency has a records management system which ensures that reports are maintained and filed in an efficient and functional manner. The records management system shall include provisions for:

- A. The filing and retrieving of reports;**
- B. The security of reports;**
- C. The preparation of statistical and data summaries of agency activities for planning, staffing, budgeting and public information purposes ;**
- D. Maintenance of an arrest history record on each person arrested by the agency, including as much biographical data as possible;**
- E. Supervisory review of reports for completeness and accuracy.**

Commentary: The intent of the standard is to have information readily available. It is recognized that there will be different types of systems, such as a master name index, a daily blotter or a computerized information system.

Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. Review of agency records to verify that a record management system does exist.
2. Examples of statistical/data summaries are available for review.
3. Examples of various reports such as crimes reported, arrests, incidents, traffic accidents, number of complaints, unusual occurrences, and summonses.
4. Interview(s) with agency personnel to verify their knowledge of and compliance with specific procedures.