

## **ES17 Store, manage access to, and dispose of election/referendum documents**

### **Unit Summary**

#### **What is the unit about?**

This unit covers the competences required to handle election/referendum documents in the correct manner post-event, ensuring that appropriate levels of security and confidentiality are maintained. Documents must be stored in accordance with statutory requirements, with access provided only to those entitled to it. Disposal of documents should take place at an appropriate time and in a secure manner and, if an external contractor undertakes this work, it must be properly monitored.

#### **Who is the unit for?**

This unit is appropriate to the work of staff with a responsibility for storing, managing access to, and disposing of election/referendum documents.

#### **Links with other units**

This unit links with the following units:

- ES15 – Plan and prepare for the counting and adjudication of votes and declaration of the results of elections/referendums
- ES19 – Establish, maintain and develop effective working relationships with stakeholders in electoral services
- 304 – Procure products and services
- 404 – Manage contracts
- B10 – Manage risk

#### **Scope of the unit**

This unit covers documents relating to the following types of [elections/referendums](#):

- UK Parliamentary elections
- European Parliamentary elections
- Local government elections
- Mayor of London and London Assembly elections
- Mayoral elections
- Welsh Assembly elections
- Scottish Parliamentary elections
- Northern Ireland Assembly elections
- Referendums at local, regional and national level
- Other issue-based voting events e.g. Parish Polls, Community Polls

## **ES17 Store, manage access to, and dispose of election/referendum documents**

### **Outcomes of Effective Performance**

#### ***Storing documents***

*You must be able to:*

1. ensure that all **election/referendum** documents are handled safely and securely following the event
2. store **election/referendum** documents safely and securely in approved locations in accordance with statutory requirements
3. maintain complete, accurate and up-to-date records relating to the storage of **election/referendum** documents
4. report any problems or concerns relating to the handling or storage of **election/referendum** documents promptly to the appropriate person(s)

#### ***Managing access to documents***

*You must be able to:*

5. retrieve stored **election/referendum** documents from approved locations as required
6. restrict access to **election/referendum** documents only to those entitled to access
7. supervise access to **election/referendum** documents where necessary
8. maintain complete, accurate and up-to-date records relating to the retrieval of, and access to, **election/referendum** documents

#### ***Disposing of documents***

*You must be able to:*

9. arrange for the proper, timely and secure disposal of **election/referendum** documents in accordance with statutory requirements
10. monitor the disposal of **election/referendum** documents where this activity is undertaken by an external contractor
11. maintain the appropriate levels of confidentiality of **election/documents** throughout the disposal process

## **ES17 Store, manage access to, and dispose of election/referendum documents**

### **Knowledge and understanding**

*You need to know and understand the following:*

#### ***Legislation, policy and practice***

- K1. relevant legislation, codes of practice and guidance relating to storing, managing access to, and disposing of election/referendum documents
- K2. your organisational plans, policies and procedures relating to storing, managing access to, and disposing of election/referendum documents
- K3. your role, responsibilities and authority relating to storing, managing access to, and disposing of election/referendum documents
- K4. the role, responsibility and authority of others relating to storing, managing access to, and disposing of election/referendum documents
- K5. the different procedures that apply to storing, managing access to, and disposing of election/referendum documents for different types of event

#### ***Storing documents***

- K6. the importance of ensuring that all election/referendum documents are handled safely and securely following the event
- K7. how to store election/documents safely and securely; the approved locations for the storage of election/referendum documents
- K8. the importance of maintaining complete, accurate and up-to-date records relating to the storage of election/referendum documents
- K9. the range of problems or concerns that may relate to the handling or storage of election/referendum documents; the person(s) to whom they should be reported

#### ***Managing access to documents***

- K10. how to retrieve stored election/referendum documents from approved locations when required
- K11. the importance of restricting access to election/referendum documents only to those entitled to access; how to confirm entitlement
- K12. the circumstances in which access to election/referendum documents must be supervised
- K13. the importance of maintaining complete, accurate and up-to-date records relating to the retrieval of, and access to, election/referendum documents

#### ***Disposing of documents***

- K14. how to arrange for the proper, timely and secure disposal of election/referendum documents
- K15. the importance of monitoring the disposal of election/referendum documents where this activity is undertaken by an external contractor
- K16. how to maintain the appropriate levels of confidentiality of election/documents throughout the disposal process