

Abstract

When we hear the term records management, many of us envisage official everyday correspondence. Those who work with records realise they are involved in their management from their very creation, through processing, to storage, i.e., records management throughout their lifecycle. However, this relates to a very broad group of standard records that don't require different forms of handling. Yet, there are records that are subject to a special handling regime, either because they contain classified information or information provided in international relations that is sensitive or specific to their content in some way. Handling these records requires a regime that ensures the information contained therein is maximally protected. Establishing a special handling regime for such records presents specific demands in several areas, not only administration itself, but also in terms of personnel, their physical security or transmission via communication and information systems. One place where these kinds of records are quite common is the Ministry of Defence, which can provide further insight into the issue and show the complexity and difficulty of the entire process of handling records with which some people work and come into contact and who are involved in their management with respect to current legislation and the internal regulations of the Ministry of Defence compared to legislative developments over the last twenty years.