

## 8. Recording Information

- 8.1 It is essential that clear and accurate records be kept of all contacts and actions relating to cases of abuse. The records may need to be used to hold individuals/agencies to legal account and therefore should be complete.
- 8.2 It is important that no record breaches the person's individual legal rights.
- 8.3 All records should be **accurate** and **factual**.
- 8.4 **Each agency should take account of the requirements for the annual policy and service audit (see "No Secrets" - Sections 3.18 and 3.19) and ensure that the information recorded for individual cases can be aggregated and reported on.**