

# **EAST BUDLEIGH with BICTON PARISH COUNCIL**

## **RECORDS MANAGEMENT POLICY**

Adopted January 2019

East Budleigh with Bicton Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

### **Scope of the policy**

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

### **Responsibilities**

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for records management is the Clerk to the Parish Council.

The Clerk will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

The Clerk and Proper Officer and any other employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. If the Councillor considers that some of these documents are important in the context of the parish records they should ensure that the Clerk retain a copy for the official record. Individual councillors are strongly advised to undertake "culling" and "housekeeping" on a regular basis. On resigning from the council councillors should delete electronic records they hold and destroy hard copy documents. Councillors should be aware that records that they hold may be subject to the provisions of the Data Protection Act (2018) / General Data Protection Regulations (2018), Freedom of Information Act 2000, Environmental Information regulations 2004 and other legislation pertaining to the Parish Council.

## **Relationship with existing policies**

This policy has been drawn up within the context of other Parish Council policies including the Publication Scheme

Records shall be managed in accordance with the Limitation Act 1980, the Data Protection Act 2018 / the General Data Protection Regulations 2018, the Freedom of Information Act 2000, the Lord Chancellor's Code of Practice on the Management of Records and with other legislation or regulations (including audit) affecting the Parish Council.

## **Retention Schedule**

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the records which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk and Proper Officer and any other staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to records regardless of the media in which they are stored.

## **PLANNING PAPERS**

All Planning Applications and Appeals (both Granted and Refused), including all related documentation are held online by the Local Planning Authority. There isn't any requirement for the Parish Council to hold this information. The Parish Council will retain minutes of Planning Meetings in accordance with the rules for all other meetings.

## DOCUMENT RETENTION TIMESCALES

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
<b>Minutes &amp; Correspondence</b>		
Signed Minutes of Council Meetings	Indefinite	Archive
Agendas	Indefinite	Archive
Correspondence & papers on important local issues & activities	Indefinite	Archive
Routine correspondence, papers & e-mails	Retain as long as useful	Management
<b>Finance &amp; Payroll</b>		
Scale of Fees and Charges (FOI)	5 Years	Management
Receipt and Payment (Income and Expenditure) accounts	Indefinite	Archive
Annual Return and Audited Accounts	Indefinite	Archive
Correspondence relating to Audit matters	Last completed Audit year	Audit
Receipt Books of all kinds	6 years	VAT
Bank Statements (including deposit/savings accounts)	Last completed Audit year	Audit
Bank Paying-in Books	Last completed Audit year	Audit
Cheque Books Stubs	Last completed Audit year	Audit
Budgetary Control Papers	2 years + current	Audit
Quotations and Tenders	12 years/Indefinite	Statute of Limitations
Paid Invoices	6 years	VAT
Paid Cheques	6 years	Statute of Limitations
VAT records	6 years	VAT
Payroll records	6 years	Audit
Timesheets	Last completed Audit Year	Audit
Tax & NI Records/P60s	6 years	Audit
Postage & Telephone Books, Petty Cash	6 years	Tax, VAT & Statute of Limitations
<b>Insurance Policies</b>		
Cert of Employers Liability	50 years	Legal requirement
Cert of Public Liability	21 years	Legal requirement
Other Insurance Policies	While valid or a claim may be made	Management, Audit
Insurance Claim Records	7 Years after all obligations are concluded (allowing for claimant to reach age of 25)	Legal requirement
Policy renewal records & correspondence	While Valid	Management

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
<b>General Management</b>		
Investments	Indefinite	Audit/ Management
Title Deeds, leases, agreements, contracts	Indefinite	Audit/ Management
Policies and procedures	While Valid	Management
<b>Health &amp; Safety</b>		
Accident Books (injuries to Adults)	25 Years from closure	Management
Accident Books (injuries to Children)	25 Years from closure	Management
Equipment Inspection Records	25 Years	Management
Premises Inspection Records	25 Years	Management
Risk Assessments	3 Years from last assessment	Management
<b>Members</b>		
Register of Members Interests	18 mths after individual ceases to be a Member	Management
Members allowances / expenses	6 years	Tax, Statute of Limitations
Declaration of Acceptance of Office	Term of Office + 1 year	Management
<b>Miscellaneous</b>		
Complaints	5 Years after closure of case	Management
Press Releases	5 Years	Management
Public consultation: surveys & returns	5 Years	Management
Register of Officers Interests	Indefinite	Management
Reports, newsletters etc from other bodies	Retain as long as useful	Management
Other Legal Documents	Indefinite	Management
Information Requests	2 years after closure of case	Management
<b>Personnel/Human Resources</b>		
Application forms (interviewed - unsuccessful)	6 Months	Management
Disciplinary records	Retain for period of employment	Management
Personal/personnel files (not payroll information)	6 years after ceasing employment	Management

There are no firm guidelines for the retention of general correspondence. An annual review of all documentation should be carried out with ephemeral items marked for destruction and the remainder being considered for archiving or transfer to the County Record Office as appropriate.