

LACOCK PARISH COUNCIL

Records Management Policy



Lacock Parish Council Records Management Policy adopted and approved by Lacock Parish Council at a meeting held on **12/02/2018**

Lacock 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.

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.

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 this policy is the Clerk to the Parish Council. The person responsible for records management 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. Individual staff and 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.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection guidelines

And with other legislation or regulations (including audit and Statute of Limitations)

Retention Schedule of Official Documents

Document	Minimum Retention Period	Reason for Retention	Method of Disposal
Minute Books	Indefinite	Archive / Public Record	N/A
Scales of fees and charges	6 years	Management	Shred
Receipt and payment accounts book	Indefinite	Archive	N/A
Bank Statements, including deposit/savings accounts	Last completed audit year	Audit	Shred
Bank Paying-in Books	Last completed audit year	Audit	Shred
Cheque Book stubs	Last completed audit year	Audit	Shred
Quotations and tenders	12 years / indefinite	Statute of Limitations	Shred / N/A
Paid invoices	6 years	VAT	Shred
VAT records	6 years	VAT	Shred
Petty cash, postage and telephone books	6 years	Tax, Audit, Statute of Limitations	Shred
Timesheets	Last complete audit year 3 years	Audit (requirement) Personal injury (best practice)	Shred Shred
Wages books	12 years	Superannuation	Shred

Insurance policies	Whilst valid	Management	Shred
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers Liability (Compulsory Insurance) Regulations 1998 (SI,2753) Management	Shred
Investments	Indefinite	Audit / Management	N/A
Title deeds, lease agreements, contracts	Indefinite	Audit / Management	N/A
For Halls, Centres, Recreation Grounds			
<ul style="list-style-type: none"> • applications to hire • lettings diaries • copies of bills to hirers • record of tickets issued 	6 years	VAT	Shred
For Allotments			
<ul style="list-style-type: none"> • register and plans 	Indefinite	Audit . Management	N/A
For Burial Grounds			
<ul style="list-style-type: none"> • register of fees collected • register of burials • register of purchased graves • register / plan of grave spaces • register of memorials • applications for interment • applications for right to erect memorials • disposal certificates • copy of certificates of grant of exclusive right of burial 	Indefinite	Archives Local Authorities Cemeteries Order 1977 (SI204)	N/A
General Correspondence, e.g. emails, letters to Parish Clerk etc.	1 year	Management	Shred
Official emails to and from	Minimum 2 years and Maximum 3	Management	Deletion

stewardpc@btinternet.com	years		
Miscellaneous			
Complaints	5 years after case closed	Management	Shred
Public consultation surveys and returns	Retain as long as useful	Management	Shred
Information requests	6 months from date of last communication	Management	Shred

Note: References above to the Limitation Act are to the Limitation Act 1980 (as amended). The 1980 Act sets down time limits within which court action for breach of contract, to recover damages for tortious actions and to recover land (these are the main types of actions covered by the Act which are likely to be of relevance to local councils) must be started. If not started within the relevant time limit (or during any extension the court might in its discretion grant), legal action is barred.

Discarding of Other ‘Unofficial’ Papers

1. All other papers, other than those listed above, will normally be discarded as soon as possible by the Clerk, normally after they have been presented to all Councillor’s at the Parish Council meetings, unless the Parish Council or Clerk may have some temporary use for them; OR it may be decided to put some ON FILE.
2. Such ‘unofficial papers’ may include, rough notes, draft papers, personal memos and emails, old agendas, routine correspondence, adverts and other circulars, notices of meetings, events and courses, and any other ‘unofficial’ papers which are not required for audit or archiving.
3. If anyone requests copies of such papers they MUST be provided unless they have already been discarded. Discarding or withholding any non-exempt papers AFTER any request for copies has been received is a criminal offence under the Freedom of Information Act which will usually result in a criminal conviction.

‘Exempt’ papers that may be withheld are those protected by the Data Protection Act, e.g. staff records regarding pay or disciplinary action and commercially sensitive documents such as sealed bids and tenders.

