

## **Husthwaite Parish Council - Records Management Policy adopted 21<sup>st</sup> May 2019**

1. The guidelines set out in this document supports the Parish Council Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation (GDPR) 2018 and other associated legislation.
2. It is important that the Parish Council has in place arrangements for the retention and disposal of documents and this policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents.
3. The Parish Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.
4. It is recognised that up-to-date, reliable and accurate information is vital to support the work that the Parish Council does and the services that we provide to our residents. This document will help us to:
  - Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
  - Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the GDPR.
  - Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.
5. For the purpose of this policy, 'documents' include electronic and paper records. Where storage is by means of paper records, originals rather than photocopies should be retained where possible.
6. The Parish Council will make every effort to ensure that it meets the following standards of good practice:
  - Adhere to legal requirements for the retention of information as specified in the Retention Schedule.
  - Personal information will be retained in a locked filing cabinet and access to these documents will only be by authorised personal.
  - Disclosure information will be retained in a locked filing cabinet.
  - Appropriate disposal of information that is no longer required.
  - Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
  - Information about unidentifiable individuals is permitted to be held for historical / research purposes
  - Wherever possible only one copy of any personal information will be retained and that will be held in a locked filing cabinet.
7. Any employee who knowingly or recklessly contravenes any instruction contained in this policy may have disciplinary action taken against them, which could include dismissal.
8. Where there is a breach of the policy, the Council may need to consider whether there is also a breach of the GDPR.
9. The Clerk and Chairman have responsibility for implementation of this policy under delegation of the Parish Council and are responsible for the maintenance and operation of this policy to ensure compliance.
10. Timeframes for retention of documents have been set using legislative requirements, guidance from the National Association of Local Councils and the Chartered Institute of Personnel and Professional Development (CIPD).
11. The Retention Schedule shows the minimum requirements for the retention of documents as determined by the Parish Council for the management of specific documentation types. Throughout retention the conditions regarding safe storage and controlled access will remain in place.

12. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of the periods detailed in the Retention Schedule. All documents / data no longer required by the Parish Council must be finely shredded and deleted entirely and securely from any computer system.

### **Retention Schedule**

Annual Governance and Accountability Return – Indefinitely

Precept Requests – Indefinitely

Employers Liability Certificates – 40 years

Accounts Book – Indefinitely

Insurance Records – 10 years

VAT Records – 10 years

Asset Register – 10 years

Loan / Investment Records – 10 years

Bank Statements, Cheque stubs & evidence that monies have been banked – 6 years

Petty Cash Records – 6 years

Annual budget & Financial Plan – 6 years

Tender documentation & Purchase Orders – 6 years

Fees & Charges Schedules – 6 years

Bank Reconciliation & Internal Audit Reports – 6 years

Grant / Funding Applications & Claims – 6 years

Successful Application forms, CVs & References – For duration of employment + 6 years

Pay records & calculations – For duration of employment + 6 years

Unsuccessful Application forms, CVs & References – 1 year

All Parish Council Minutes – Indefinitely

Burial Records & associated documentation – Indefinitely

Deeds of land & property – Indefinitely

Policies & Procedures – Until updated or reviewed

Land & Property rental agreements – 6 years after expiry

Play Area Inspection Reports – 6 years

Risk Assessments – 6 years

Manual Handling Assessments – 3 years

Accident Books – 3 years after last entry or 20 years after a claim

Planning Applications, Council responses & Appeals – Until development is completed

Hard Copy Correspondence – Until the matter is dealt with (redact personal data if retained longer)

Electronic Correspondence – Until the matter is dealt with (redact personal data if retained longer)

Information from other bodies – As long as it is useful and relevant

Requests under the Freedom of Information Act 2000 – Until the matter is dealt with + 6 months