

MANAGEMENT OF RECORDS POLICY

Key P: Preserve permanently R: Review D: Destroy

This administrative policy has been prepared by G Stoehr, Clerk and Proper Officer taking into account CPALC training by Elizabeth Stazicker, Consultant and ex-Head of Heritage and County Archiving, Cambridgeshire County Council, NALC Legal Topic Note LTN 40 on Document Management and Retention and also <http://www.justice.gov.uk/guidance/docs/foi-section-46-code-of-practice.pdf>

NB the Council may not hold all of these documents but, as, and if applicable, this is how the document is managed by the Clerk as Proper Officer
This document is not intended to conflict with NALC's Legal Topic Note 40 and in an eventuality then LTN is the over-riding policy. This policy will be reviewed annually by the Clerk.

As the Parish Council has contracted an admin support company to supply administrative support then induction and other training will be given by the Clerk to their staff to ensure that they are aware of the authority's records management policies, standards, procedures and guidelines and understand their personal responsibilities. The Clerk will periodically check that their management of the Council's documents is in accordance with this policy whenever they store or handle the Council's data.

Council Documents and data are either kept in paper format and may be stored in a filing cabinet or lockable cabinet or in electronic format. Where electronic then all computers are password protected (changed periodically) and an off site storage facility is provided on the event that the prime source fails. Important documents are identified as masters or copies and marked as Important DND. Where appropriate these may be stored in the Council's safe (if it has one), with the Council's solicitor or in the County Records Office (on loan) and electronic copies are also kept wherever possible. As and when time permits electronic copies of paper documents are being also retained in the event of damage to the prime source. Paper documents which are no longer required will be assessed as public (is or has been in the public domain and does not contain any DPA info) to be collected by the District Council and recycled by it) or protected (shredded).

Record	Action	Minimum Retention Period	Reason
Administration			
Signed Minutes of Council, Committee and Sub Committee meetings	P	Indefinite	Archives
Reports and other documents circulated with agendas not attached to signed Minutes	R	Retain as long as useful	
Agendas	P	Indefinite	Audit/possible Archives
Draft Minutes	D	Destroy when Minutes approved (hand written notes destroy when 1 st draft produced)	
Reports and other papers circulated with Agenda	R	5 years	
Procedural Standing Orders and Terms of Reference	P	Indefinite	Archives
Councillors' Declarations of Office	P	Indefinite	Archives
Nomination forms for Parish Council elections	R	Indefinite	Maintained by SDCD

Byelaws and Orders	P	Indefinite	Audit, Management
Title Deeds	P	Indefinite	Audit, Management
Registration of Village Greens, plans, etc	P	Indefinite	Audit, Management
Property registers and terriers, including register and plans for allotments	P	Indefinite	Audit, Management
Maps, plans and surveys of property owned by the Town Council	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	P	Indefinite	Archives
Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management
Quotations and tenders for major works	R	12 years/Indefinite	Statute of limitation
Quotations and tenders for minor works	D	12 years	Statue of limitation
Unsuccessful tenders	D	3 years	Challenge
Routine correspondence, papers and emails	D	Retain as long as useful	
Personnel records	D	3 months	Limitation period
Health & Safety records	P	Indefinite	
Scale of Fees and Charges	D	5 years	Management
Insurance Policies	D	Retain while valid	
Certificates for Insurance against employee liability	D	40 years	
Finance			
Income and Expenditure records	P	Indefinite	Archives
Investments	P	Indefinite	Audit, Management
Financial Returns to External Auditor (if general accounts do not survive)	D/P	7 years	Audit
Internal Auditor Reports	D/P	7 years	Audit
Petty Cash books and Rent details (if general accounts do not survive)	D/R	7 years	TAX, VAT, Limitation period
Receipt books of all kinds	D	7 years	VAT
Postage Records	D	7 years	TAX, VAT, Limitation period
Bank Statements, including deposit/saving accounts	D	7 years	Audit
Bank Paying-in books and cheque book stubs	D	7 years	Audit
Paid Invoices	D	7 years	VAT
Paid Cheques	D	7 years	Limitation period
VAT Records	D	7 years	VAT
Time Sheets	D	7 years	Audit
Salaries Records	D	12 years	Limitation period
Member Allowances Register	D	7 years	TAX Limitation
Records relating to parish halls, centres and recreation grounds; applications to hire, lettings diaries, copies of bills to hirers and records of ticket issue.	D	7 years	VAT

Precept books and contribution orders	D	Retain as long as of value	
Property			
Asset Register	P	Continuously updated	
Legal papers relating to sale	P	Indefinite	Archive
Legal papers relating to acquisition	P	Indefinite	
Correspondence relating to maintenance/improvements	R	7 years	
Correspondence relating to rents	R	12 years or dependent upon terms of lease	
Plans, surveys, installation manuals, certificates of approval	R	Retain for life of property/ building	

Miscellaneous			
Maps created under provision of the Rights of Way Act 1992	P	Indefinite	Archives
Parish Newsletter	D	5 years	
Press cuttings books	P	Indefinite	
Photographs	P	Indefinite	
Any records dating from before 1894 now held by the Parish Council	P	Indefinite	Historical
Records of other bodies such as charities, local organisations and <i>ad hoc</i> committees	P	See admin and finances	
ALL burial ground records (registers, plans, applications for internment and memorials and copy certificates of grant of exclusive right of burial)	P	Indefinite	Archives Cemeteries Orders & Regulations
Reports, Guides, handbooks etc received by the Town Council from other bodies	R/D	Retain as long as useful	
Planning applications and related papers for major controversial developments	R	5 Years	Available on SCDC website
Planning Applications and related papers for minor works where permission is refused	D	2 Years	Available on SCDC website
Planning Applications and related papers for minor works where permission is granted	D	2 years	Available on SCDC website
Civic Invitation Lists	R	Current lists only – previous municipal year lists destroyed within six months	