



RECORDS MANAGEMENT POLICY

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S1.0 Reference added to NALC guidance

S3 Secure disposal and archiving arrangements clarified.

S4.0 Retention schedule clarified (emails, complaints files, paying-in stubs, planning consultation records).

RECORDS MANAGEMENT POLICY

1.0 Policy Statement

~~1.0~~ Saxilby with Ingleby 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 association. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Retention Schedule

This policy supports Saxilby with Ingleby Parish Council's obligations under the Local Government Act 1972, the Freedom of Information Act 2000, the Data Protection Act 2018 and UK GDPR. It has been informed by National Association of Local Councils (NALC) guidance, including the advice note Local council documents and records, and reflects current best practice for the management, retention, archiving and disposal of council records.

2.0 Scope

This policy applies to all records created, received or maintained by Saxilby with Ingleby Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Saxilby with Ingleby 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 Saxilby with Ingleby Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

Records include both formal documents and electronic records such as emails, scanned documents, digital files, and cloud-based records where these evidence council business, decisions, or actions. Personal or duplicate working papers with no ongoing business or legal value are not considered records once their purpose has been fulfilled.

3.0 Responsibilities

Saxilby with Ingleby 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. 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 Saxilby with Ingleby Parish Council's records management guidelines.

The Clerk shall also ensure that records are managed so they can be efficiently retrieved in response to Freedom of Information requests and Subject Access Requests, and that records are securely destroyed once their retention period has expired.

3.1 Secure Disposal of Records

Records must not be destroyed unless their minimum retention period has expired and disposal has been authorised by the Clerk.

Paper records containing personal or confidential information shall be disposed of by cross-shredding or confidential waste services.

Electronic records shall be permanently deleted from systems and backups where reasonably practicable.

A disposal log may be maintained to record the date, category of record, and method of destruction in order to demonstrate compliance with data protection legislation.

3.2 Archiving and Permanent Preservation

Records identified for permanent preservation, including Council and Committee minutes and other historically significant documents, shall be retained indefinitely.

Where appropriate, archived records may be transferred to the relevant County Record Office or archive service in accordance with professional archival standards.

4.0 Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored and reflects statutory requirements, best practice, and NALC guidance.
Records must be retained for the minimum period stated and then securely disposed of unless identified for permanent archive.

Document	Minimum Retention Period	Reason
<u>Minutes Meetings</u>		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
<u>Agendas of council/committee meetings</u>	<u>6 years</u>	<u>Management</u>
<u>Employment</u>		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
<u>Staff health questionnaires / medical declarations</u>	<u>6 years after ceasing employment</u>	
<u>Councillors</u>		
<u>Declarations of Acceptance of Office</u>	<u>6 years after leaving office</u>	<u>Management</u>
<u>Register of Members' Interests</u>	<u>6 years after leaving office</u>	<u>Management</u>
<u>Councillor signed Code of Conduct</u>	<u>6 years after leaving office</u>	<u>Management</u>
<u>Councillor health information / questionnaires</u>	<u>Duration of term of office or until no longer required (whichever is sooner)</u> <u>(democratic not contractual)</u>	<u>Confidential (GDPR)</u>
<u>Finance</u>		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Bank statements	6 years	Audit
Cheque book stubs	Last completed audit year <u>following completion of external audit</u>	Audit
Paid invoices	6 years	VAT
<u>Paying in stubs</u>	<u>Last completed audit year following completion of external audit</u>	<u>Audit</u>
Paid cheques	6 years	Limitation Act 1980
Payroll records	3 years	HMRC
Petty cash accounts	6 years	Audit
<u>Insurance</u>		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
<u>Health and Safety</u>		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
<u>General Management</u>		
Councillors contact details	Duration of term of office	Management
Lease agreements	12 years	Limitation

		Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	<u>At end of useful life</u> <u>Email messages forming part of council business – Retained in line with the subject matter of the record (e.g. planning, finance, contracts).</u> <u>Transitory or duplicate emails – At end of useful life</u>	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management
<u>Planning</u>		
<u>Planning consultation responses and related correspondence (statutory consultee)</u>	<u>Where planning consultation responses are formally resolved and recorded within Planning Committee minutes, those minutes shall constitute the authoritative record. Supporting planning documents and correspondence held for consultation purposes only may be treated as working papers and disposed of once the consultation response has been issued.</u>	
<u>Complaints</u>		
<u>Complaints files</u>	<u>Complaints files – 6 years after closure</u> <u>Where complaints are summarised in Council minutes, those minutes shall be retained indefinitely.</u>	<u>Management</u> <u>Archive</u>

Retention periods apply equally to records held in electronic and paper formats. Records must be retained in a manner that supports compliance with the Freedom of Information Act 2000 and the Data Protection Act 2018, including the right of access and the principle of data minimisation.