

# EDGCOTT PARISH COUNCIL

## Document and Records Management Policy 06



Adopted: 21 April 2021

All correspondence to the Parish Clerk at: [edgcottparishclerk@gmail.com](mailto:edgcottparishclerk@gmail.com) Tel: 01296 770568 Website: <http://www.edgcottparishcouncil.co.uk>

## 1. PURPOSE

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

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule identifying the records 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.

Edgcott 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 Policy provides the framework within which Council will effectively manage and conduct its administrative arrangements in relation to the requirements of the relevant legislation such as to ensure the timely and efficient compliance with its obligations and to deliver its duties in regard to the expectations of the residents of the Parish.

It lays out how Councillors and council employees are expected to abide by these requirements.

Council has made every effort to ensure all relevant statutory requirements to which a council is subject are encompassed in this Policy but confirm that, in any event, those requirements apply whether or not they are incorporated herein.

This Policy has been drawn up within the context of the Parish Council's Freedom of Information Policy and its Data Protection Policy and every effort has been made to ensure this Policy is consistent with other Council Policies where relevant.

### NOTES:

- Where the word "councillor" is used, unless the context suggests otherwise, the meaning is intended to include non-councillors, with or without voting rights, and council employees.
- A 'co-opted member' is a person who is not an elected member of the Council but who has been co-opted onto the Council, or a committee or sub-committee properly constituted by Council, by a majority of elected Councillors at a properly constituted meeting of Council and who is entitled to vote on any question that falls to be decided at any meeting of Council or that committee or sub-committee.
- A 'meeting' is a properly constituted meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.
- Unless otherwise expressed, a reference to a Member of the Council includes a co-opted member of the Council.
- Where gender specific wording is used, meaning is intended to be gender neutral.

## 2. SCOPE

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.

## 3. POLICY

### 3.1 Responsibilities

The ultimate authority for compliance is the Council as a whole, being the legally mandated Local Authority under the legislation, regardless of any individual who may hold a post or position from time to time.

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.

Individual Members and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with this Policy.

### 3.2 Retention Schedule

Members and employees 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 record series regardless of the media in which they are stored.

#### RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCIL

Document	Minimum retention period	Reason
Signed minutes of council meetings (Hard copy)	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts (Hard copy)	Indefinite	Archive
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 book <i>stubs if applicable</i>	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT

Petty cash, postage and telephone books <i>if applicable</i>	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books/Payroll records	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date from when insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
<b>Health and Safety</b>		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection records	25 years	Management
Risk assessment	3 years from last assessment	Management
<b>Members</b>		
Register of members interests	18 months after individual ceases to be a Member	Management
<b>Miscellaneous</b>		
Complaints	5 yrs after closure of case	Management
Press releases	6 years	Management
Public consultation - survey and returns	5 years	Management
Register of Officer interests	Indefinite	Management
Reports, newsletters etc	Retain as long as useful	Management
Parish Council Newsletter	Own copy as long as wish	Management
<b>Documentation for Legal purposes (unless extended)</b>		
Negligence	6 yrs	Limitation Act 1980 (as amended)
Defamation	1 yr	Limitation Act 1980 (as amended)
Contract	6 yrs	Limitation Act 1980 (as amended)
Sums recoverable	6 yrs	Limitation Act 1980 (as amended)
Leases	12 yrs	Limitation Act 1980 (as amended)
Personal injury	3 yrs	Limitation Act 1980 (as amended)
To recover land	12 yrs	Limitation Act 1980 (as amended)
Rent	6 yrs	Limitation Act 1980 (as amended)
Breach of Trust	None	Limitation Act 1980 (as amended)