



# **MILBORNE St ANDREW PARISH COUNCIL**

## **RECORDS MANAGEMENT POLICY**

**Adopted: 18<sup>th</sup> June 2014**

**Last amended: 18<sup>th</sup> June 2014**

**Reviewed: 9<sup>th</sup> September 2015**

**Next Review: September 2016**

## **INTRODUCTION**

Milborne St Andrew 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. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

## **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. A small percentage of the Parish Council's records will be selected for permanent preservation as part of the council's archives and for historical research.

## **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 policy

And with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council

## **RETENTION SCHEDULE (see Annex A)**

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which 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. Members of staff 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.

## PLANNING PAPERS

Permission Granted, Refused and Appeal Decisions

All papers retained for 5 years. North Dorset District Council hold original. Structure Plans and Local Plans should also be retained for 10 years

## ANNEX A

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

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
• Minute Books	Indefinite	Archive
• Year End Accounts	Indefinite	Archive
• Annual Return	Indefinite	Archive
• Quotations & Tenders	6 Years	Limitation Act 1980
• Receipts, Paid Invoices & VAT	6 Years	VAT
• Bank Statements, Cheque stubs	Last completed audit year	Audit
• Wages & PAYE	12 Years	Audit
• Insurance Policies	While valid	Management
• Cert of Employers Liability	40 Years	Legal requirement
• Cert of Public Liability	21 years	Legal requirement
• Investments	Indefinite	Audit/ Management
• Title Deeds & Leases	Indefinite	Audit/ Management
• Members allowances	6 years	Tax Limitation Act 1980

There are no firm guidelines for the retention of general correspondence. However, an annual review of all documentation should be carried out with items being destroyed by shredding or archived at the County Record Office as appropriate.