

# Whessoe Parish Council

## Records Management, Retention and Disposal Policy

Version	Date	Description	WPC Approval
0.0	21 <sup>st</sup> August 2018	Original Draft	
1.0	3 <sup>rd</sup> September 2018		3 <sup>rd</sup> September 2018

**This policy will be reviewed and updated as necessary to take account of guidance provided as a result of the Data Protection Act 2018 and updated guidance from the General Data Protection Regulations.**

### Record Management Policy

1. Whessoe Parish Council (WPC) recognises that efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of WPC. This document provides the policy framework through which this can be achieved and audited. It covers:
  - Scope
  - Information Security
  - Records Retention, Destruction and Archive
  - Data Protection

### Scope

2. This policy applies to all records created, received or maintained by WPC in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by WPC and which are retained to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
3. WPC will only retain those records needed for business, regulatory, legal and accountability purposes.
4. Whessoe Parish Council will:
  - have in place systems that enable records to be stored and retrieved as necessary;
  - know what records are held, where they are and ensure that they remain useable;
  - ensure that records are stored securely and that access to them is controlled;
  - define how long records should be kept for, and dispose of them when no longer needed;and
  - monitor compliance with the code set out in Section 46 of the Freedom of Information Act 2000.
5. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council. The Clerk is required to manage the Council's records in such a way as to promote compliance with this policy so that information is retrieved easily, appropriately and in a timely manner.

## **Information Security**

6. WPC keeps a number of its records on a laptop computer. The laptop computer is kept and maintained by the Parish Clerk whose is responsible for ensuring the records are held safely, securely and are capable of being accessed on request. The laptop computer is password protected and a copy of all the necessary passwords are held in a sealed envelope which is kept in the secure cupboard at the Parish Hall.
7. At the end of each week the Parish Clerk manually backs up the records to an external hard drive, which is kept securely and separated from the laptop computer.
8. Paper copies of records that WPC keep for business, regulatory, legal and accountability purposes are held in the secure cupboard in the committee room at Whessoe Parish Hall. Keys for the cupboard are held by the Parish Clerk and Vice Chair of the Parish Council.

## **Records Retention**

9. Under the Freedom of Information Act 2000, WPC is required to set out a disposal schedule that sets out when individual records or groups of records are due for review, transfer to an archives service or destruction.
10. The Clerk is expected to manage the current record keeping systems using the retention schedule to take account of the different retention periods.

## **Archive**

11. WPC has no facilities for archiving records and keeps all records securely at the Whessoe Parish Hall.

## **Destruction**

12. All documents that are no longer required for administrative reasons will be either shredded or burnt.

## **Disposal Schedule – See Annex 1**

## **Planning Applications**

13. All planning applications and relevant decision notices are available from Darlington Borough Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Borough Council minutes and are retained indefinitely.

**Approved by Whessoe Parish Council at their meeting on 3 September 2018 and recorded in the minutes.**

**ANNEX 1**

<b>Document</b>	<b>Minimum Retention</b>	<b>Authority/Legislation</b>
Acceptance of Office	4 years	
Annual Accounts	Permanently	Statutory Requirement
Annual Return	Permanently	Statutory Requirement
Assets Register	Permanently	
Audit Documents	5 years	Statutory Requirement
Bank Statements	7 years	Audit
Certificate of Employers Liability	40 years	Employer Liability (Compulsory Insurance) Regulations 1998
Certificate of Public Liability	40 years	
Cheque book stubs	6 years	Limitation Act 1980 as amended
Complaints	1 year	Management
Copies of Invoices to hirers	7 years	
Declaration of acceptance	Term of Office + 1 year	Management
Deeds/Leases	Permanently	
General Information	No longer than necessary	Management
Hall Booking Policy	7 years	
Hirers Annual Acceptance of Terms	Until end of applicable year	
Insurance Policies	Whilst valid	
Members register of interest	Term of Office + 1 year	Management
Minutes of Parish Meetings	Permanently	Statutory Requirement

Minutes of Parish Meetings - Draft	Until Signed	
Paid invoices	7 years	VAT
Parish Council Policies	While current	Code of conduct
Paying in book	Last completed audit	Limitation Act 1980 as amended
Personal Data	No longer than necessary	GDPR
Risk Assessments	While current	
Routine Correspondence & emails	No longer than necessary	Management
Salary records	7 years	
Staff Records	12 years after end of employment	
Successful Quotations/Tenders	14 years	Limitation Act 1980 as amended
Tax and NI records	7 years	
VAT records	7 years	VAT