

Tunstall Parish Council Record Management Policy

Introduction

The 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

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.

This Policy also relates to Tunstall Parish Council's "Data Protection Policy" and "Freedom of Information Policy".

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 the implementation of this policy is the Clerk to the Parish Council, and they are required to manage the Council's records in such a way as to promote compliance with this policy so that information will be stored and retrieved easily, appropriately and in a timely manner.

Retention Schedule

Under the Freedom of Information Act 2000 (as amended), 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.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

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Retention of Documents

Document	Minimum Retention	Reason
Emails and Letters	ONLY as long as the topic is being actively managed	Limitation Act 1980 (as amended)
Minutes	Indefinite	Archive
Annual Return	Indefinite	Archive
Audit Statements	Indefinite	Archive
Assets Register	Indefinite	Audit
Deeds/Leases	Indefinite	Audit
Bank Statements	Last Completed Audit	Audit
Cheque Book Stubs	Last Completed Audit	Audit
Paying-in Books	Last Completed Audit	Audit
Quotations & Tenders Received	6 Years	Limitation Act 1980 (as amended)
Invoices Received	6 Years	Audit/VAT/ Limitation Act 1980 (as amended)
VAT Records	6 Years	Audit/VAT
Time Sheets	Last Completed Audit + 3 years	Audit Personal Injury (Best Practice)
Clerks Allowances	6 Years	Tax / Limitation Act 1980 (as amended)
Tax & NI Records	6 Years	Audit
Clerk's Contract	Term + 6 months	Management /Limitation Act 1980 (as amended)
Clerks Appraisal	Term + 6 months	Management / Limitation Act 1980 (as amended)
Councillors Application & Interview Notes	At Co-option	KALC Recommendation
Declarations of Acceptance of Office	Term	Management
Register of Members Interests	Swale BC	Management
Insurance Policies	Whilst Valid	Audit
Certificate of Employers Liability	40 Years	Audit/Legal
Certificate of Public Liability	40 Years	Audit/Legal
Policies / Procedures / Orders & Regulations (issued by TPC)	Previous and current editions	Management
Risk Assessments	3 Years	Management / Legal

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Facilities Schedule of Fees	Previous and current versions	Management
General Correspondence	1 Year Unless Ongoing	Management
Complaints	1 Year	Management
General Information	3 Months	Management

Categories & Assumptions

This section explains the variation to NALC's Legal Topic Note 40

Receipt and Payment Accounts – Minutes retained

Receipt Books – Minutes retained

Members Allowances – Minutes retained

Planning Applications

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

Date Approved: 6 January 2020

Signed by the Chair: