



Sutton Parish Council

Documents and Record Management Policy

Approved by Full Council
22nd May 2018



Background

Sutton 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.

There is a need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings. Papers and records may be destroyed if they are no longer of use or relevant. This policy has been drafted in accordance with legislation, NALC and SLCC guidelines, by the proper officer of the council.

Legislation

Along with the Local Government (records) Act 1962 the following provisions of the Local Government Act 1972 apply.

- S225 - Deposit of documents with the proper officer.
- S226 - Custody of parish/community documents.
- S227 - Provision of depositories for such documents.
- S228 - Inspection of documents.
- S229 - photographic copies of documents.
- S234 - Authentication of documents.

Other legislation needs to also be considered when managing documents.

Employment Rights Act 1996

FOI Act 2000

Limitations Act (Amended) 1980

Legal Deposit Libraries Act 2003

The General Data Protection Regulation (GDPR) 2018

Responsibilities

The Parish Council has 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

Scope

The records and documents of Sutton Parish Council will be kept in good condition in a safe place, and are to be used for the purposes directed by any enactment or statutory instrument in force.

The Following criteria will be applied by the proper officer on behalf of the council.

P Records to be preserved permanently

Records in this category when no longer regularly consulted in the Parish should be deposited to the Records Office, Shire Hall, Cambridge.

They are to include

1. Minute Books.
2. Receipts and Payment Books
3. Correspondence files on important local issues
4. Planning applications for major or controversial developments.

R Records to be reviewed by the County Archivist for possible permanent preservation.

They will be sent when

- The prescribed minimum retention period is over
- When they are no longer required in the parish for administrative purposes

D Records which may be destroyed by the Parish Clerk.

- Where no specified retention period is required they may be safely destroyed by the Parish Clerk.
- To be destroyed following the specified retention period.

C Confidential Records

- Staff contracts and appraisals will be retained within HMRC and legislation.
- Will be destroyed following the specified retention period, by a secure method, ie. Shredding confidential data.

S Safe Storage and maintaining copies

- Original legal agreements, deeds, will be held by SPC Solicitor.
- Copies will be scanned and held electronically at the SPC office where possible.

Document History		
Status	Date	Version
Draft to Clerk		1.0
Review by Clerk	January 2015	
Draft to Council for Debate	March 2015	
Draft to Council for adoption	May 2018	2.0
Date adopted	22 nd May 2018	

RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON	LOCATION	DISPOSAL
Signed Minutes of Council Meeting(s)	P	Indefinite	Archives	Office	Archive
Reports & other documents circulated with agendas not attached to minutes	R		Audit/management	Filing cabinet/computer	
Agendas (if minutes do not survive)	P	5 years	Archives	Office	Bin
Councillors' Declaration of Office	P		Archives	Office	N/A
Nomination forms for parish council elections (if minutes do not survive)	P		Management	Office	Confidential waste
Byelaws and Orders	P/S	Indefinite	Audit, Management	Office	N/A
Title Deeds	P/S	Indefinite	Audit, Management	Office/Computer	N/A
Registration of Village Greens, plans etc	P/S	Indefinite	Audit, Management	Office	N/A
Property registers & terriers, including register and plans for allotments	P/S	Indefinite	Audit, Management	Office	N/A
Maps, Plans & surveys of property owned by the Council	P/S	Indefinite	Archives	Office	N/A
Correspondence and papers on important local issues or activities	P	Indefinite	Archives	Filing cabinet/computer	N/A
Planning applications and related papers for major controversial developments, also planning appeal decisions	P	Indefinite	Archives	Filing cabinet/computer	N/A
Leases, Agreements, Contracts & Wayleaves	P/S	Indefinite	Audit, Management	Office	N/A
Quotations & tenders for major works	R	12 years/indefinite	Statue of Limitation	Office	Confidential waste
Quotations & tenders for minor works	D	12 years/indefinite	Statue of Limitation	Office	Confidential waste
Unsuccessful tenders	D	3 years		Office	Confidential waste
Routine correspondence and papers	D	Retain as long as useful			Bin/Confidential waste
PAYE documents	D/C	12 years	Superannuation Act 1980	Office	Confidential waste
Members Allowance Register	D	6 years	TAX. Limitation Act 1980 (as amended)	Office	Confidential waste
Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, copies of bills to hirers and records of ticket issues	D	6 years	VAT	Office	Bin/Confidential waste
Precept Books and contribution orders	D		Management	Office	
Maps created under provision of the Rights of Way Act 1992	P	Indefinite	Archives	Office	Archive
Community magazines/Newsletters	D	5 years	Legal Deposit Libraries Act 2003	Office	Bin
Press Cuttings Book	P	Indefinite	Management	Office	N/A

RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON	LOCATION	DISPOSAL
Photographs	P	Indefinite	Management	Office	N/A
Any records dating from before 1894 now held by the Council (eg. Poor law and surveyor's records, enclosure awards etc)	P	Indefinite			Archive
ALL Burial ground records	P	Indefinite	Archives. (Cemeteries Order & Regulations) 1977 SI 204	Office/Safe	N/A
Reports, Guides, handbooks etc received by the council from other bodies	R/D	Retain as long as useful	Management	Office	Bin
Planning applications & related papers for minor works where permission is granted	D	Retain until development has been completed.	Management	Office	Confidential waste
Planning applications & related papers for minor works where permission is refused	D	Retain until appeal period has expired.	Management	Office	Confidential waste
Scale of Fees and Charges	D	6 years	Management	Office	Bin
Insurance Policies	D	Retain while valid	Management	Office	Confidential waste
Receipt and Payment Books	P	Indefinite	Archives	Office	Confidential waste
Vouchers before 1950	R	Indefinite	Archives	Office	Archive
Investments	P	Indefinite	Audit, Management	Office	N/A
Annual Return statements	D	Indefinite	Audit	Office	N/A
Cash & Petty Cash books & rent books	D	6 years	TAX, VAT. Limitation Act 1980 (as amended).	Office	Confidential waste
Receipt books of all kinds	D	6 years	VAT	Office	Confidential waste
Bank statements	D	Last completed audit year	Audit	Office	Confidential waste
Bank paying in books	D	Last completed audit year	Audit	Office	Confidential waste
Paid Invoices	D	6 years	VAT	Office	Confidential waste
Paid Cheque	D	6 years	Limitation Act 1980 (as amended)	Office	Confidential waste
VAT records	D	6 years	VAT	Office	Confidential waste
Time sheets	D	Last completed audit year	Audit	Office	Confidential waste
Cheque Book stubs	D	Last completed audit year	Audit	Office	Confidential waste
Certificate for insurance against liability for employees	R	40 years from date on which insurance commenced or was renewed.	Employers Liability Compulsory Insurance Regs 1998. (SI 2753).		
Employee Personnel Records	D/C		Management	Office	Confidential waste
Play Park inspection records	D	21 years	Insurance	Office	Confidential waste
P - Records to be preserved permanently.					

RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON	LOCATION	DISPOSAL
R - Records to be reviewed by the County Archivist for possible permanent preservation.					
D - Records which may be destroyed by the Parish Clerk.					
C - Confidential records					
S - Records for safe storage					