

Hollinswood and Randlay Parish Council

RECORD MANAGEMENT POLICY

Adopted November 2023, to be reviewed annually
7 Downemead, Hollinswood, TF3 2EW

Hollinswood and Randlay Parish Council

Chairman: Cllr Mrs Sheenagh Unwin

Clerk: Katrina Baker MBE MILCM

RECORD MANAGEMENT POLICY

This Record Management Policy was adopted by the Council at the Meeting on 27 November 2023.

Purpose

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 framework through which this effective management can be achieved and audited.

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 of 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 may 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.

Retention or Disposal of Documents

The Parish Council is required to maintain a documents for retention or disposal schedule (Appendix A) listing the record series which it creates in the course of its business. There is a clear need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings. The schedule lays down the minimum length of time which the record needs to be retained for audit and other purposes and the action which should be taken when it is of no further administrative use. Most legal proceedings are governed by 'The Limitations Acts' which state that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. If a type of legal proceeding falls into two or more categories, the documentation will be kept for the longer of the limitation periods. As there is no limitation period in respect of trusts, the Council will retain all trust deeds and schemes and other similar documentation. The documents for retention or disposal schedule refers to all records regardless of the media in which they are stored. Please refer to the Retention of Documents Policy and the council's policies on Data Protection and Freedom of Information.

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Monitor and Review

The Finance & Governance Members will monitor the policy annually and review, as required.

Next Review: May 2024 unless required due to changes in legislation.