

# Luddington Parish Council

## Records Management Policy

### **Aims and objectives**

Up-to-date, reliable and accurate information is vital to support the work of the parish council. This policy will help us to:

- Ensure the retention and availability of the minimum amount of relevant information that is necessary for the council to operate and provide services to the public
- Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).
- Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily.
- Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

### **Scope**

This policy applies to all records created, received or maintained by LPC in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by LPC 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.

The Clerk to the Parish Council has overall responsibility for records management.

A small percentage of LPC's records will be selected for permanent preservation as part of LPC's archives and for historical research.

Minute books and records of historical note are held [by the Clerk and the Chairman at their home addresses.](#)

Title deeds are held at the solicitor's office.

The clerk holds a list of all documents held.

### **Good Practice**

In order to follow good practice, LPC will make every effort to

- Adhere to legal requirements for the retention of information as specified in the appendix to this document.
- Appropriately dispose of information that is no longer required.

- Take appropriate measures to ensure that confidential and sensitive information is securely destroyed.

## Retention

The following appendix shows the minimum requirements for the retention of documents. Time frames for retention of documents have been set using legislative requirements and guidance from the National Association of Local Councils.

### APPENDIX

DOCUMENT	RETENTION PERIOD
Minute Books	Indefinite archive
Title deeds, leases, agreements, contracts	Indefinite archive
Investments	Indefinite archive
Receipt and payment account	Indefinite archive
Annual return	Indefinite archive
Employment records	Duration of employment+6 years
Cert of Employers liability	50 years
Cert of public liability	21 years
Quotations and tenders	12 years
Wage books	12 years
VAT records	10 years
Internal audit records	6 years
Receipt books	6 years
Paid invoices	6 years
Paid cheques	6 years
Insurance policies	6 years
Bank statements	6 years
Parks and play area inspection reports	6 years
Sound recordings	1 year
OTHER	
Hard copy routine correspondence	File management. Retain until <u>there is no longer a need to keep it as directed by LPC</u>
Electronic routine correspondence	
<u>Formal Complaints</u>	<u>6 years</u>
Requests under the Freedom of Information Act 2000	<u>6 years</u>
Planning applications	Recommendations by LPC will be recorded in the minutes. Correspondence will be dealt with as other correspondence.

Adopted policy at LPC meeting on 12 February 2025. Review 2026.