



# Lickey and Blackwell Parish Council

## Record Management Policy

### 1 Introduction

1.1. The guidelines set out in this document supports Lickey and Blackwell Parish Council (LBPC) Data Protection Policy and assist us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation 2018 (GDPR) and other associated legislation.

1.2. It is important that LBPC has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.

1.3. LBPC will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

### 2. Aims and Objectives

2.1. It is recognised that up to date, reliable and accurate information is a vital to support the work that LBPC does and the services that we provide to our residents. This document 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 Environmental Information Regulations 2004 and the 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.

### **3. Scope**

3.1. For the purpose of this policy, 'documents' includes electronic, and paper records.

3.2. Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

### **4. Standards of good practice**

4.1. LBPC will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A.
- Paper documents to be stored securely at the PC office.
- Laptop computer and some paper documents will be stored at the EO's home working area as securely as possible.

### **5. Breach of Policy and Standards**

5.1. Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this policy may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

5.2. Where there is a breach of the policy, the Council may need to consider whether there is also a breach of the GDPR.

### **6. Roles and Responsibilities**

6.1. EO has responsibility for implementation of the policy under delegation of LBPC.

6.2. The EO is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

### **7. Retention**

7.1. Time frames for retention of documents have been set using legislative requirements, guidance from the National Association of Local Councils and the Chartered Institute of Personnel and Professional Development (CIPD).

7.2. Throughout retention the conditions regarding safe storage and controlled access will remain in place.

7.3. The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by LBPC for the management of specific documentation types. Officers holding documents should

exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'

## **8. Disposal**

8.1. Documents/data no longer required by LBPC for administrative purposes must be finely shredded and disposed of and deleted entirely and securely from the LBPC computer system(s).

## APPENDIX A

### Document Retention Timescales

Document	Retention period
Financial Published Final Accounts	Indefinitely
Annual Governance and Accountability Return	Indefinitely
Final Account Working papers	6 years
Record of all accounting transactions held in the financial management system	At least 6 years
Cash Books (record of monies paid out and received)	12 years
Purchase Orders	6 years
Cheque Payment Listings (invoices received)	6 years
Payment Vouchers Capital and Revenue (copy invoices)	12 years
Goods received notes, advice notes and delivery notes	3 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable work records	6 years
Expenses and travel allowance claims	6 years
Asset Register for statutory accounting purposes	10 years
Adopted Annual Budget	6 years
Financial Plan	6 years
Budget Estimates – Detailed Working Papers and summaries	3 years
Bank Statements (electronic) and instructions to banks	6 years
Bank Statements (Hard copy)	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) Cheques	3 years
Grant / Funding Application & Claims	3 years
Precept Forms	Indefinitely
Internal Audit Plans / reports	3 years
Fees & Charges Schedules	6 years
Loans and Investment Records; temporary loan receipts	10 years (after redemption of loan)
Current and expired insurance contracts and policies indefinitely insurance records and claims	10 years (or as long as possible for a claim to be made under them)
VAT records, input and output	10 years
Final accounts of contracts executed under hand or seal	12 years from completion of the contract

Approved by Lickey and Blackwell Parish Council on 18<sup>th</sup> July 2022.

Review date July 2024.