

## Records Management Policy

Wrockwardine Parish Council ('the Council') recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and, that this contributes to the overall effective management of the Council.

This document provides the policy framework for this effective management to be achieved and audited. It covers:

1. Scope
2. Responsibilities
3. Retention Schedule
4. Planning Applications
5. Disposal Procedures

### 1. Scope

This policy applies to all records created, received or maintained by the Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the 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 Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

### 2. Responsibilities

The Council has a corporate responsibility to maintain its records and management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk who is required to manage the Council's records in such a way as to promote compliance with this policy so that information can be retrieved easily, appropriately and in a timely manner. The Clerk must ensure that the records for which they are responsible are accurate and are maintained and disposed of in accordance with the Council's Records Management Policy.

Individual Councillors may hold records in hard copy format or electronically at home or, on their home computers. If a Councillor considers that some of these documents are important in the context of the Council's records, they should ensure that the Clerk retains a copy for the official record. Individual Councillors are strongly advised to undertake "weeding" and "housekeeping" on a regular basis. On resigning from the Council, Councillors should delete all electronic records they hold and destroy or return to the Clerk any hard copy documents.

### 3. Retention Schedule

Under the Freedom of Information Act 2000, the Council is required to maintain a retention schedule listing the records 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 records regardless of the media in which they are stored.

#### Schedule

Document	Minimum Retention Period	Reason
<b>Personnel</b>		
Personnel Records	3 years after employee leaves	Limitation Act 1980 (as amended)
Disciplinary/Grievances	6 years after final action	Management
Recruitment documents	6 months	Management
Salary Records	6 years + current	Audit
Tax & NI Records	6 years + current	Audit
Pension Records	12 years	Superannuation
Timesheets	Last completed audit year 3 years	Audit Personal Injury (best practice)
Member's Allowances	6 years + current	Tax Limitation Act 1980 (as amended)
<b>Audit</b>		
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Receipt Books	6 years + current	VAT
Bank Statements	6 years + current	Audit
Bank Paying-in Books	Last completed audit year	Audit
Cheque Book Stubs	Last completed audit year	Audit
Quotations & Tenders	6 years + current	Limitation Act 1980 (as amended)
Paid Invoices	6 years + current	VAT
Paid Cheques	6 years + current	Limitation Act 1980 (as amended)
VAT Records	6 years + current year	Audit/VAT
Petty Cash Records	6 years + current	Audit
Investments	Indefinite	Audit, Management
<b>Contracts &amp; Procurement</b>		
Unsuccessful tenders	2 years	Audit
Successful tenders	6 years + current year	Audit

## WROCKWARDINE PARISH COUNCIL

<b>Administration</b>		
Minute Books	Indefinite	Archive
Insurance Policies	Whilst valid	Audit
Certificate of Employers Liability	40 years	Audit/Legal
Litigation	6 years after folder closure	Limitation Act 1980 (as amended)
Certificate of Public Liability	40 years	Audit/Legal
Title Deeds, leases, agreements, contracts	Indefinite	Audit
Asset Register	Indefinite	Audit
Routine Correspondence & emails	12 months	Management
General Information	3 months	Management
Complaints	2 years	Management
Declarations of Acceptance	Term of Office + 4 years	Management
Member's Register of Interest	Term of Office + 4 years	Management
<b>Allotments</b>		
Register & Plans	Indefinite	
Plot Holder Tenancy Records	6 years + current	

### 4. Planning Applications

All planning applications and relevant decision notices are available from Telford & Wrekin Borough Council. There is no requirement for the Council to retain duplicates locally. The Council's recommendations and comments in connection with planning applications are recorded in the Council Minutes and are therefore retained indefinitely.

### 5. Disposal Procedures

All documents that are no longer required in accordance with the Schedule for either administrative or legal reasons are shredded and disposed of.