

Rainton with Newby Parish Council

Records Management Policy

These guidelines help the Council to comply with the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the General Data Protection Regulation 2018 (GDPR).

1 Aims and Objectives

- To ensure the retention and availability of the minimum amount of information necessary for the Council to operate and provide services to the public.
- To ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

2 Scope

- For the purpose of this policy, 'documents' includes digital and paper records.
- If paper records, originals rather than photocopies should be retained.

3 Standards of good practice

The Council will make every effort to meet the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule.
- Personal information will be securely retained at the home address of the Clerk.
- Appropriately dispose of information that is no longer required and ensure that confidential and sensitive information is securely destroyed.

4. Breach of Policy and Standards

Any employee who knowingly 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. Roles and Responsibilities

Rainton with Newby Parish Council has a corporate responsibility to maintain its records and management systems in accordance with the regulatory environment. The Clerk has delegated responsibility for implementation and operation of the policy.

7. Retention

Timeframes 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).

8. Disposal

Documents/data no longer required by the Council for administrative purposes will be shredded and deleted entirely from Rainton with Newby Parish Council computers.

APPENDIX – Retention Timescales

Document	Minimum Retention Period
Finance	
Annual Audited Accounts	Indefinitely - Archive
Annual Governance and Accountability Return (AGAR)	Indefinitely - Archive
Precept Forms	Indefinitely - Archive
Cash Book (records of monies paid out and received)	12 years
Final accounts of contracts executed under hand or seal	12 years from completion of contract
Asset Register	10 years
VAT records	10 years
Expenses and travel allowance claims	6 years
Adopted annual budget	6 years
Bank Statements and Instructions to banks	6 years
Cancelled cheques	3 years
Cheque Book Stubs and Paying in Books	Last completed Audit
Bank Reconciliation	3 years
Grant/Funding Applications & Claims	3 years
Goods received notes, advice notes and delivery notes	3 years
Internal Audit Plans/Reports	3 years
Corporate	
All Minutes including committees/working groups	Indefinitely. Archived after two years
Asset management records	Indefinitely
Deeds of land and property	Indefinitely
Internal audit records	6 years
Risk assessments	6 years
Documentation referring to externally funded projects	6 years
Successful tender documentation	6 years from date of final payment
Unsuccessful tender documentation	Until final payment of contract let
Members' interests	Term of office
Cllrs' Declaration of Office	4 years
Register of Electors	Until updated
Policies and procedures	Until updated or reviewed
Employment	
End of year returns to HMRC and Pensions records	Indefinitely
Income Tax and National Insurance Records	Not less than 3 years after the end of the financial year to which they relate
Statutory Maternity/Paternity records, certificates etc	3 yrs after tax year in which they end
Successful applications/references received	For duration of employment + 6 years
Statutory sick records, pay, calculations, certificates.	For duration of employment + 6 years
Annual leave/unpaid leave/special leave records	For duration of employment + 6 years
Training records, discipline and grievance records	6 years after employment ceases
Annual appraisal/assessment records	Current year and previous 2 years
Unsuccessful application forms/reference requests	1 year
Disciplinary or grievance investigations - unproven	Destroy immediately
Accident books, records and reports	3 years from date of last entry (If child or young adult, until the age of 21)
Redundancy Records	6 years from the date of redundancy

Health & Safety	
Health and Safety Accident books and records	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within then 40 years). If the accident concerns a child or young adult retain until the person reaches the age of 21.
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of the last entry
Medical examination certificates	4 years from date of issue
Insurance Policies	Whilst valid
Certificate of Employer's Liability	40 years
Certificate of Public Liability	40 years
Miscellaneous	
Routine correspondence (hard copy /electronic)	until matter dealt with; maximum 6 months. Where the Parish Council believes it necessary to keep correspondence for an increased length of time, it will redact personal data.
Requests under the FOI Act	until matter dealt with; maximum 6 months. Where the Parish Council believes that it necessary to keep correspondence for an increased length of time, it will redact personal data.
Planning Applications	Responses recorded in the Minutes.

Adopted on 14th March 2023: