

Belstead Parish Council

Document Management & Retention Policy

Belstead Parish Council recognises that the efficient and effective management of its records is essential to comply with its legal and regulatory obligations and to assist in the satisfactory management of public business by the Parish Council. This policy provides a framework through which this effective management and retention of public records can be achieved and properly audited.

Scope

This policy applies to all records created, received or maintained by the Parish Council. Records are defined as all those documents which relate to the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its communications, transactions and activities. These records may be created, received or maintained in hard copy or electronically. Some of the Parish Council's records will 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 requirements.

The person with overall responsibility for maintaining this policy is the Clerk and Proper Officer to the Parish Council. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be stored and retrieved easily, appropriately and in a timely way.

The Clerk and Proper Officer must ensure that the records for which he/she is responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. Councillors should however hold such documents no longer than necessary for work being done with them, after which they should be deleted/securely destroyed. If the Councillor considers that any document is important in the context of the parish records, they should ensure that the Clerk retains a copy for the official record.

On resigning from the council, councillors must delete electronic records they hold and destroy hard copy documents. Councillors should be aware that records that they hold may be subject to the provisions of the Data Protection Act 1998, Freedom of Information Act 2000, Environmental Information regulations 2004 and GDPR.

Belstead Parish Council's retention policy will be guided by NALC Legal Topic Note 40 (issued in 2016). This document can be viewed [here](#) and this policy will be updated to reflect current best practice documents as they become available.

Adopted: January 2021