



# PULHAM MARKET PARISH COUNCIL

Mrs L. Shulver, 59D High Road, Wortwell, Harleston, Norfolk, IP20 0HA, Telephone 01986 788048

## Pulham Market Parish Council Record Management Policy.

### 1. Record Management Policy

#### Overview

Information is an asset. However, it also needs to be managed. It is only an asset if it provides important sources of administrative, evidential, and historical information. Information supports current and future activities and is required for the purposes of accountability, transparency and for a historical awareness. There are 3 stages in the life cycle of information:

1. It is created or received
2. It is used
3. It is disposed of or retained / archived

If there is no agreed or recognised information handling system then ultimately chaos rules, time is lost and problems arise. A problem left results in frustration and continued confusion. This policy is therefore aimed towards promotion of systematic handling of information. The overall aim of this policy is not only to detail the procedure in relation to the management of records but ensure compliance with legislation and ensure awareness in the council of procedures and compliance.

#### 1. Legislative Background

The Freedom of Information Act 2000 ("the Act") provides the citizen, who could be anyone anywhere including companies, with the right to request information from the Parish Council (PC). The only requirement is that PC must **HOLD** the information/record, which is the subject of the request. (*'Hold' does not mean that PC either initiated the information or that the information relates to PC's functions or operations. The information could be information that another organisation has initiated or produced, and forwarded to the PC for "information purposes".*) PC has adopted a Publication Scheme based on the model Scheme advertised by the Information Commissioner.

The Scheme is updated annually. This identifies the information which is routinely or annually published by PC and which is also a requirement of the Local Audit and Accountability Act 2014. If a category is included in the Publication Scheme it must be published and any request for the disclosure of that information can simply be directed to PC's publication source i.e. PC's website. Where an enquiry is made for information as a hard copy this will be responded to by the Parish Clerk with the appropriate charges being made.



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There is also data which is personal, and the Data Protection Act of 1998 now updated by new data protection regulations (2018) details the principles which must be followed by organisations which process personal information. Personal information is information held about an individual which on its own or with other data can identify a living individual. Processing information means obtaining it, recording it, storing it, updating it and sharing it. Such information should not be held unnecessarily and should be destroyed securely.

Information must often be retained for a considerable period of time. There are statutory requirements for certain information or records to be kept permanently or for certain periods of time, e.g. council minutes, personnel information for HMRC, financial information etc. but usually the retention of other information is at the discretion of PC. The destruction of information has to be undertaken securely and destruction has to show conformity with this policy in the event of a challenge by someone requesting information. The destruction of paper copies should be complete i.e. incineration or shredding. Electronic copies must be completely deleted from any memory source or other media. It should be noted that PC is not required to meet its disclosure commitments for information which is archived, out of date or otherwise inaccessible.

## **2. Definition Of A Record**

A record means any documents or data which form recorded evidence of PC's activities. i.e. hard copy letters, e mail messages or letters other documents held on the computer or set as a hard copy. This extends beyond the Clerk to individual members of the Council. These records or information are created or received, used and maintained by PC in the conduct of its activities. A record is something which can be retained and remain useable for as long as they are needed, or it can be something which is required to be retained; or it is something which can be destroyed when no longer required. A record if held either as an electronic copy or as a paper copy should be held within a file. Files should be titled with an indication of their content, and where confidential marked thus. E mails which contain important information should be added to the relevant folder. Personal file names and uncommon abbreviations should not be used. A title should clearly indicate a version status e.g. final version. Out of date material should be destroyed or deleted.

There are several categories of information which have only a short term use and can be destroyed within 3 months of its purposeful life time:

- Items for information only – such as advertising leaflets and merchandise
- Items which support discussion and decision making - but which can be easily found on websites – such items might have been referred to, for example, in a report the Clerk has made to Council
- Items requiring a decision, and once dealt with, can be destroyed because they are available from an alternative source – for example, a planning application
- Items which support minute taking, report and letter writing – draft copies and notes
- Items which are included as an Appendix to the minutes and as such will eventually be archived. The report as a loose copy is no longer needed.



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- Spare copies of items – agendas, minutes, reports, and so on

Categories of information which have a longer term or permanent length of use (but also refer Appendix 1)

- Items which might have been included, or are currently included on the publication scheme – such as a policy or grass cutting contract. Such a document can be destroyed once it has been amended, unless required for historical reasons. For example it is worthwhile for PC to keep grass cutting contracts to compare information. Classes of information described within the FOI Publication Scheme clearly state the time frame required for disclosure of that information
- Items which need to be retained for legislative purposes – such as the signed minutes. Minutes from meetings required to be published are current and previous council year as a minimum. It might be practical for a council to retain its minutes for five years, in which case it would publish those minutes, but when over five years old, the minute book might then be sent to the Norfolk Record Office (NRO) for safe keeping. If this is the case, then no disclosure is required.

## 3. Responsibility

The officer who has operational responsibility for retention and destruction is the Parish Clerk. The Chairperson supports the Clerk with this responsibility. However, all members of the Parish Council have a responsibility to ensure that they handle correspondence and information whether received or sent as a hard copy or electronically in the correct manner and that they adhere to the council's policy relating to retention and disposal correctly and in a timely way. The Clerk also has responsibility for maintaining the FOI Publication Scheme and for responding to requests for information requested.

Members should be made aware of the Policy and any paper “movement” so that if they themselves hold copies of this information they can destroy that information. The Parish Clerk will advise a meeting of the Council which records are being destroyed and which records are being removed to the Norfolk Record Office prior to that taking place. This information is then detailed in the minutes.

## 4. Retention

Records have been identified as described in 2 above and detailed in Appendix 1. These are records which should be kept or archived at the appropriate time. The Clerk's home will still be the main location for stored records which should need to be retained past the operational requirement. The records stored in the Clerk's home will comprise a **single** copy of the retained record. The NRO is identified as the place where records will be archived. The Clerk should not keep records which have been identified as items to be retained at the NRO.



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## 5. Destruction

Upon the information reaching the expiry date for retention, the Parish Clerk shall ensure that **all** copies of that information are permanently destroyed. Papers which can be destroyed are detailed in Appendix 2

## 2. Retention of Documents – Appendix 1

Document	Minimum retention period	Explanation
Minute Books	Indefinite	Archive (NRO) after binding minute book Electronic copy (Clerk)
Scales of fees and charges	6 years	Management purposes
Receipt & Payment (or Income & Expenditure) Accounts Annual Returns year end bank reconciliation	Indefinite	Hard Copy Archive (NRO) Electronic copy (Clerk)
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings account, other investments	6 years	Audit and management
Bank paying-in books	6 years	Audit and management
Cheque book stubs	6 years	Audit and management
Quotations and tenders	12 years	Statute of Limitations
VAT Invoices	6 years	VAT
VAT Records	6 years	VAT
Petty cash, postage and telephone books	6 years	Audit, management, tax, VAT
EU funded projects accounts	13 Years	EU laws
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation



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Insurance policies Employers Liab. Certificates	While valid 20 years	Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowance register (if applicable)	6 years	Tax
For halls, centres and Recreation grounds - Application to hire - Lettings diaries - Copies of bills to hirers - Record of tickets issued	6 years	VAT

## 3. Destruction of Documents – Appendix 2

Record Name	Destruction date	Notes
Planning Applications	Following receipt of SNC decision	Available on line from SNC
Publicity and Advertising Leaflets	Following Parish Council meeting	But still detailed on correspondence list for relevant council meeting. Correspondence list is annexed to council minutes.
Notes taken by Clerk and members from meetings	After meeting following when minutes have been agreed	
Notes taken at a job interview	After 24 months	In case a candidate claims discrimination
Personnel and Confidential records	After 24 months	Following resignation
Electoral role	After revised role has been received	Confidential item
Items as detailed in the Policy (Item 3)	3 months after	



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**This Policy was approved at a meeting of Pulham Market Parish Council  
on the. 12<sup>th</sup> February 2024  
Signed**

*Cllr S Hewitt*

**Chair of Pulham Market Parish Council  
See the footer for the renewal date.**