

BROADCLYST PARISH COUNCIL

RECORD MANAGEMENT POLICY

Broadclyst Parish Council generates many written and electronic records. This Policy sets out the way in which the Parish Council manages and retains the information it produces. The Parish Clerk is responsible for the day to day management of all Parish Council records.

Records produced by Broadclyst Parish Council include :

1. Meetings

Agendas, Minutes, Supporting Papers, Resolutions passed

Management

Agendas : Parish Council website

Minutes : Parish Council website, signed minutes in Parish Clerk's office (locked)

Supporting Papers : Electronic copies

Archiving

Paper copies for previous Council period archived; historical records passed to Devon Records Office

Electronic copies retained under password and backed up weekly

Destruction

Not applicable

2. Councillor Information

Attendance Records, Disclosure of Interests, Register of Members' Interests, Members' Allowances Paid, Electoral Information, Code of Conduct Issues

Management

Paper copies retained in Parish Clerk's office (locked)

Electronic copies retained under password and backed up weekly

Archiving

In Council's archive facility

Destruction

Code of Conduct issues after 10 years

Electoral Information after 5 years (originals available at District Council)

3. Communications

Annual Reports, Quarterly Newsletters

Management

Paper copies in Parish Council office

Electronic copies on Parish Council website

Archiving

Electronic copies only archived – backed up weekly

Destruction

Paper copies after 6 months

4. Correspondence

By Letter and by Email

Management

Paper copies filed

Electronic copies retained under password and backed up weekly

Archiving

Not applicable

Destruction

After 20 years

5. Accounts

Budgets, Monthly and Quarterly Management Accounts, Annual Accounts, Invoices, Audit Records, Bank Records, Bank Reconciliations

Management

Paper copies kept in Responsible Financial Officer's office (locked)
Electronic copies retained under password and backed up weekly
Electronic copies on Parish Council website

Archiving

Paper copies after 2 years
Electronic copies retained and backed up weekly

Destruction

After 10 years

6. Personnel Records

Contracts of Employment, Correspondence, Payroll Records, HMRC Returns

Management

Paper copies kept in Responsible Financial Officer's office (locked)
Payroll and HMRC records kept by Parish Council contractor

Archiving

Not applicable

Destruction

10 years after member of staff has left Parish Council employment

7. Insurance

Policies, Claims, Correspondence

Management

Paper copies kept in Responsible Financial Officer's office (locked)

Archiving

Not applicable – originals with Insurers

Destruction

After 2 years

8. Planning Applications

Consultee comments to Local Planning Authorities, Correspondence with residents and applicants

Management

Paper copies filed in year order

Archiving

Reviewed after 5 years and part archived (originals with District Council)

Destruction

Non archived after 5 years

9. CCTv

Records of downloads, records of access

Management

Paper copies kept in Parish Clerk's office (locked)

USB storage kept in Parish Clerks office (locked)

Archiving

Not applicable

Destruction

Not applicable

Signed

C. PEPPER

Chairman of the Council

Date of Adoption of Policy

3 March 2014

Review date

August 2015