

Docking Parish Council Records Management Policy

Welcome

Docking Parish Council has always strived to be an 'open' authority and will continue to seek ways of being more open for the benefit of its residents

The Freedom of Information Act 2000 (FOIA) received Royal Assent on 30th November 2000. Under this act every Public Authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information and whether a charge will be made for the information. With effect from 1 January 2009 the Information Commissioner's Office (ICO) is changing the emphasis to a generic model.

Introduction

It is the duty of the Parish Council to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area.

What is the Publication Scheme?

The aim of the Scheme is to provide guidance to the public on what information is available and how to obtain it. The information is broken down into 'Classes' to reflect the types of activities in which the Parish Council is involved. The information will be formally published as printed material, electronic format or available through the website.

It is expected over time that the amount of information available will increase and additional classes will be added. At the present time the Classes have been grouped into the following categories:-

1. Administration / Governance
2. Finance
3. Property
4. Miscellaneous

Exemptions

It is Docking Parish Council's policy to be as open as possible. However, not all information can be made available to the public. Information will be made available where the law allows, except where it is considered that the release of that information will cause significant harm or prejudice. Information (including that listed in this document) will be withheld from publication in whole or in part where it is considered by the Parish Council that disclosure may harm or prejudice law enforcement, legal proceedings or the administration of justice; or may infringe the privacy,

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personal, commercial, contractual or other confidences of any person or otherwise infringe their rights; or because disclosure is otherwise prohibited by law. In such cases the Parish Council will withhold the information and indicate the relevant exemption under the appropriate legislation. If you wish to complain about the information having been withheld you are referred to the section on 'Complaints Procedures'.

Archiving Policy

It is impossible for the Parish Council to keep all information forever. Therefore in line with the Parish Council's Records Management Policy it will be either destroyed or archived. The Publication Scheme will indicate for how long the information is kept and whether it is archived or destroyed after this time. If it is archived then the Norwich County Council Record will need to be contacted directly.

Access to Information

All information listed in the Publication Scheme can be viewed by appointment by contacting:

The Parish Clerk/Responsible Finance Officer

Docking Parish Council

Clerk@dockingparishcouncil.gov.uk

Copies of information can be supplied electronically.

All information not covered by an exemption will ordinarily be released to the applicant within 20 working days of receipt of the request, unless it is necessary to issue a fees notice (see below for details).

Charging policy

The majority of cases will not attract charges other than those set out in the scheme for photocopying, disks, postage etc. However if the request for information is likely to exceed the Appropriate Limit (which is deemed to be 18 hours pro rata i.e. 4 hours of staff time) a charge will be made of £25.00 per hour plus expenses for any additional time above this time. .

The applicant will be issued with a Fees Notice and must pay the costs specified therein within a period of three months. The Parish Council is under no obligation to supply the information requested until the applicant has paid the requisite amount. Note: If the costs are not paid within three months then the request lapses.

The Parish Clerk will, in the first instance, consider all requests for the release of information and issue a Fees Notice if appropriate.

Complaints

Any complaints concerning the publication scheme should be forwarded to the

Parish Clerk/Responsible Finance Officer clerk@dockingparishcouncil.gov.uk

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MANAGEMENT OF RECORDS POLICY

Key P: Preserve permanently

R: Review

D: Destroy

<u>Record</u>	<u>Action</u>	<u>Minimum Retention Period</u>	<u>Reason</u>
Administration			
Signed Minutes of Council or Committee	P	Indefinite	Archives
Reports and other documents circulated with agendas not attached to signed Minutes	R	Indefinite	Archives
Agendas	P	Indefinite	Archives
Draft Minutes	D	Destroy when Minutes approved	
Procedural Standing Orders and Terms of Reference	P	Indefinite	Archives
Councillors' Declarations of Office	P	Indefinite	Archives
Nomination forms for Parish Council elections	R	Indefinite	Maintained by WC
Title Deeds	P	Indefinite	Audit, Management
Registration of Village Greens, plans, etc	P	Indefinite	Audit, Management
Property registers and terriers, including register and plans for allotments	P	Indefinite	Audit, Management
Maps, plans and surveys of property owned by the Parish Council	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	P	Indefinite	Archives
Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management
Quotations and tenders for major works	R	12 years/Indefinite	Statute of limitation
Quotations and tenders for minor works	D	12 years	Statue of limitation
Unsuccessful tenders	D	3 years	Challenge
Routine correspondence, papers and emails	D	Retain as long as useful	
Personnel records	D	3 months	Limitation period

Health & Safety records	P	Indefinite	
Scale of Fees and Charges	D	5 years	Management
Insurance Policies	D	Retain while valid	
Email Correspondence	R / D	Retain whilst useful or pertinent – periodically , useful information should be filed by clerk in digital folders and	

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		emails deleted.	
Finance			
Income and Expenditure records	P	Indefinite	Archives
Investments	P	Indefinite	Audit, Management
Financial Returns to External Auditor (if general accounts do not survive)	D/P	7 years	Audit
Internal Auditor Reports	D/P	7 years	Audit
Postage Records	D	7 years	TAX, VAT, Limitation period
Bank Statements	D	7 years	Audit
Bank Paying-in books and cheque book stubs	D	7 years	Audit
Paid Invoices	D	7 years	VAT
Paid Cheques	D	7 years	Limitation period
VAT Records	D	7 years	VAT
Time Sheets	D	7 years	Audit
Salaries Records	D	12 years	Limitation period
Member Allowances Register	D	7 years	TAX Limitation
Property			
Asset Register	P	Continuously updated	
Legal papers relating to acquisition	P	Indefinite	
Correspondence relating to maintenance/improvements	R / D	7 years or as long as useful	
Correspondence relating to rents	R / D	5 years or dependent upon terms of lease	
Plans, surveys, installation manuals, certificates of approval	D	Retain for life of property/building or as long as useful	
Miscellaneous			
Maps created under provision of the Rights of Way Act 1992	P	Indefinite	Archives
Parish Newsletter	D	5 years	
Press cuttings books	P	Indefinite	
Photographs	R	Retain as long as useful / wanted	

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