



CREWKERNE TOWN COUNCIL

Records Management Policy

1. Introduction

Records created and maintained by the Council are an important asset and as such measures need to be in place to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.

2. Aim and scope of the Policy

The aim of this policy is to provide a framework for Council records retention and disposal. Records may be in both electronic and paper form.

3. GDPR

The Council take the protection of personal data seriously and is committed to protecting this information in accordance with the requirements of the General Data Protection Regulation (GDPR). As such, the Council will strive to ensure that personal data is retained and disposed of in accordance with the key principles of GDPR, which state that personal data must be:

- Processed fairly, lawfully and in a transparent manner.
- Collected for specified and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Limited to what is necessary in relation to the purposes for which it is processed.
- Accurate and, where necessary, kept up-to-date.
- Kept for no longer than is necessary.

4. Document retention protocol

Records will be managed in accordance with the retention schedule attached as Appendix A to this policy. This schedule is based upon NALC Legal Topic Note 40.

5. Document disposal

When records are scheduled for disposal, the Council will ensure that the method of disposal is appropriate to the nature of the record, ensuring that the confidentiality of personal data is respected.

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Appendix A: Document Retention Schedule *

| | Document | Minimum Retention Period | Reason |
|---|---|---|------------------------|
| Council administration | Minutes | Indefinite | Archive |
| | Agendas + associated agenda pack documentation | 4 years | Management |
| | Declarations of acceptance of office | Indefinite | Legal |
| | Register of members interests | Original documents retained by SSDC | Legal |
| | Planning applications and related papers | 12 months except for Council's own applications (to be retained indefinitely) and contentious applications (retention at the discretion of the Clerk) | Management |
| Legal and property | Correspondence | 2 years unless by specific consent | Management |
| | Land/building title deeds, leases, licenses, contracts | Indefinite | Audit, Management |
| | Insurance policies | Previous year's policy | Management |
| | Certificate of insurance (Employer's Liability) | 40 years | Legal |
| | Audited accounts and Annual Returns | Indefinite | Audit, Management |
| Council financial documentation | Receipt books of all kinds | 6 years | VAT |
| | Quotations and tenders | 6 years | Audit |
| | Paid Invoices | 6 years | VAT |
| | Paid cheques | 6 years | Legal |
| | Bank paying-in books | Last completed audit year | Audit |
| | Cheque book stubs | Last completed audit year | Audit |
| | Petty cash records and postage | 6 years | Legal |
| | Bank statements (incl. deposit/savings accounts) | Last completed audit year | Audit |
| | VAT records | 6 years generally but 20 years for VAT on rents | VAT |
| | Grant applications | 6 years | Audit, Management |
| | Investments | Indefinite | Audit, Management |
| | Allotment tenancy agreements | Duration of tenancy + 6 years | Audit, Management |
| | Victoria Hall hire applications | 6 years | VAT |
| | Victoria Hall diary pages | 6 years | VAT |
| | Market stall applications | 6 years | Management |
| Rents and hire charges | 6 years | Management | |
| Health & Safety | Accident/incident reports | 21 years | Statute of limitations |
| | Playground inspections | 21 years | Statute of limitations |
| Staff employment records | Staff administration (appraisals, disciplinary records, absence records, contracts etc) | 6 years after employment ceases | Legal |
| Staff payroll and salary records | Salary records | 6 years | Legal |

* this schedule is based upon NALC Legal Topic Note 40: Local Councils' Documents and Records