

Records Management Policy

1. Introduction

Records created and maintained by the Council are a vital asset. Appropriate measures must be in place to ensure their proper management, storage and protection. Effective records management supports the Council in conducting its business efficiently and provides reliable and authentic evidence on its decisions and activities. It also enables the Council to demonstrate accountability, transparency and compliance with legal and regulatory requirements.

2. Aim and Scope of the Policy

The aim of this policy is to provide a framework for the retention, management, and disposal of Council records. This policy applies to all records created, received, or maintained by the Council, regardless of format. This includes both electronic and paper documents.

3. Data Protection

The Council takes the protection of personal data seriously and is committed to complying with the requirements of the UK General Data Protection Regulation 2018 (UK GDPR) and the Data Protection Act 2018. 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.

Appropriate technical and organisational measures are in place to safeguard personal data against unauthorised access, loss, or destruction.

4. Records Retention

Records will be managed in accordance with the retention schedule set out in Appendix A. The retention schedule is based on guidance from the National Association of Local Councils (NALC), specifically Legal Topic Note 40, and reflects legal, regulatory and operational requirements.

5. Document disposal

Records that have reached the end of their retention period will be disposed of securely and appropriately. The method of disposal will be determined by the sensitivity and confidentiality of the information. This may include secure shredding of paper records or permanent deletion of electronic files. A record of disposal should be maintained where appropriate, particularly for sensitive or personal data.

Version control:



Reviewed at Policy and Resources Committee: 13th February 2023 Minute No. 22/23 32b
Updated at Full Council: 27th April 2026 Minute No. 164 25/26

This policy will be reviewed every four years, or sooner if required by changes in legislation or council practice.

Review Date: **April 2030**

Records Management Policy

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 Somerset Council	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
	Electoral Register	Current register only	Management
	Honoured Citizens/Young Crewkernian	Current year only	Management
	Councillors contact information	Current term plus 12 months post service	Management
	Grave ownership details	Indefinitely	Management
	Correspondence (paper and digital)	2 years unless by specific consent	Management
Legal and property	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
Council financial documentation	Audited accounts and Annual Returns	Indefinite	Audit, Management
	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
	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
Rental/hire agreements	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	
	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