

HEMYOCK PARISH COUNCIL

RECORD MANAGEMENT POLICY

Hemyock 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 Hemyock Parish Council include:

1. Meetings

Agendas & Minutes

Management

Agendas: Parish Council website. Minutes: Parish Council website. Signed minutes: in Parish Clerk's office.

Archiving

In Council's archive facility

Destruction

Keep indefinitely.

2. Councillor Information

Register of Members' Interests, Acceptance of office declarations, Electoral Information.

Management

Paper copies retained in Parish Clerk's office.

Archiving

In Council's archive facility

Destruction

Acceptance of Office after 5 years. Original Register of Interests forms held by MDDC.

3. Communications

Half-yearly Newsletters

Management

Paper copies in Parish Clerk's office.
Electronic copies on Parish Council website

Archiving

In Council's archive facility

Destruction

Paper copies after 6 months

4. Correspondence

By Letter and by Email

Management

Paper copies filed, electronic copies retained

Archiving

In Council's archive facility

Destruction

After 3 years

5. Accounts

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

Management

Paper copies kept in Parish Clerk's Office. Electronic copies retained. Electronic copies on Parish Council website

Archiving

In Council's archive facility

Destruction

After 6 years

6. Personnel

Records Contracts of Employment, Correspondence, Payroll Records, HMRC Returns

Management

Paper copies kept in Parish Clerk's office. Payroll and HMRC records kept by Parish Council contractor

Archiving

In Council's archive facility

Destruction

10 years after member of staff has left Parish Council employment

7. Insurance

Policies, Claims, Correspondence, employers' liability.

Management

Paper copies kept in Parish Clerk's office.

Archiving

In Council's archive facility

Destruction

Employers' liability insurance - 40 years from date of commencement or renewal of policy.
Other policies 5 years after end of policy

8. Planning Applications

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

Management

Electronic responses kept

Archiving

In Council's archive facility

Destruction

Responses - After 1 year – originals with District Council