



ASHTON

PARISH COUNCIL

Records Management Policy

1. Background

1.1 Ashton Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the council. This document provides the policy framework through which this effective management can be achieved and audited.

- 1.2 It covers:
- Scope;
 - Responsibilities;
 - Filing systems; and
 - Retention Schedule

2. Scope

2.1 This policy applies to all records created, received or maintained by Ashton Parish Council in the course of carrying out its functions.

2.2 Records are defined as all those documents which facilitate the business carried out by Ashton Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities.

2.3 These records may be created, received or maintained in hard copy or electronically.

2.4 A small percentage of Ashton Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

3. Responsibilities

3.1 Ashton Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment.

3.2 The person with overall responsibility for this policy is the Clerk, under the supervision of the Governance Committee.

3.3 The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

3.4 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Ashton Parish Council's records management guidelines.

4. Filing systems

4.1 Digital files

4.1.1 Digital records will be maintained in appropriately titled folders, utilising sub folders where necessary.

4.1.2 Files will be suitably named so as to enable easy identification of the content and commence with the date of creation, or meeting at which tabled in the format YYYYMMDD.

4.1.3 Access to digital files will be password protected with a back up to USB memory “stick” made and a copy exchanged with the Chair of council on at least a monthly basis.

4.2 Non digital records

4.2.1 Paper records will be maintained in discrete files (e.g. minutes, finance, etc.) and, where appropriate, sub files suitably titled to enable easy identification of the likely location of papers should there be a need to retrieve them.

4.2.2 Papers will be filed in reverse chronological order, i.e. most recent item on top.

4.2.2 Paper based files, where there is no digital version, will be stored in a fireproof and secure location when not in active use.

5. Retention Schedule

5.1 The retention schedule refers to record regardless of the media in which they are stored.

Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee Meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed - unsuccessful)	6 months	Management
Application forms (interviewed - successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management

Document	Minimum Retention Period	Reason
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts*	Indefinite	Archive
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
Payroll records	6 years + current year	HMRC
Petty cash accounts	6 years	VAT
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
General Management		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	To reflect subject matter in line with this retention policy	Management
Consent forms	5 years	Management
GDPR Security Compliance Form	Duration of membership	Management
GDPR Councillor / Clerk Resignation Checklist	1 year after date of resignation	Management

** The council's accounts are a rich source of social history information and should be archived indefinitely wherever practical to do so.*

Policy Version: 3.0

Date of Adoption: 14/05/26

Review Date: November 2028