CENTRAL SWINDON NORTH PARISH COUNCIL

RECORDS MANAGEMENT POLICY

Change Log		
Review Date	**Action**	**By Whom**
September 2026	Review	AC

Central Swindon North 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 Parish Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

SCOPE OF THE POLICY

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of the Parish Council's records will be selected for permanent preservation as part of the council's archives and for historical research.

RESPONSIBILITIES

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk to the Parish Council. 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. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy

And with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council

RETENTION SCHEDULE

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems. The retention schedule refers to record series regardless of the media in which they are stored.

PLANNING PAPERS
Permission Granted, Refused and Appeal Decisions
All papers retained for 5 years. Swindon Borough Council holds originals

Structure Plans and Local Plans should be retained for 10 years

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

Document	Min Retention Period	Reason
Minute Books	Indefinite	Archive
Year End Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Quotations & Tenders	7 Years	Audit
Receipts & Paid Invoices	7 Years	Audit
VAT	7 Years	Audit
Bank Statements, Cheque stubs Pay-In Books	2 Years	Audit
Petty Cash	7 Years	Audit
Wages & PAYE	10 Years	Audit
Timesheets	2 Years	Audit

DOCUMENT RETENTION

Document	Min Retention Period	Reason
Insurance Policies	10 Years	Audit
Cert of Employers Liability	50 years	Legal
Cert of Public Liability	21 years	Legal
Investments	Indefinite	Audit
Title Deeds & Leases	Indefinite	Management
Members allowances	7 years	Statute
Allotment Plan	Indefinite	Archive
General Correspondence	5 years	Audit
Playground Inspections	21 years	Legal