



# RECORD MANAGEMENT POLICY

Bergh Apton Parish Council

Version 1

<b>Approval Date:</b>	18 January 2023	<b>Approval Route:</b>	Full Council
<b>Review Date:</b>	18 January 2026	<b>Policy Holder:</b>	Parish Clerk

## Purpose

Bergh Apton Parish Council (the Council) accumulates information and data during the course of its everyday activities. This includes records generated internally in addition to information obtained from individuals and external organisations. The Council recognises that the efficient management of its records is necessary to facilitate the effective overall management of the Parish Council and to comply with its legal and regulatory obligations. This policy provides a framework through which this effective management can be achieved and audited.

Under the Freedom of Information Act, the Council is required to maintain a retention schedule listing the records which it retains in the course of its business and the process for destroying records when they are no longer needed. The aim of the Retention Schedule is to provide a working framework to determine which documents are retained and for how long, where documents are stored and the method of disposal.

## Principles

Records created and maintained by the Council are an important asset and as such measures need to be undertaken 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.

1. **Authentic:** It must be possible to prove that records are what they purport to be and who created them, by keeping a record of their management through time.
2. **Accurate:** Records must accurately reflect the transactions that they document.
3. **Accessible:** Records must be readily available when needed.
4. **Complete:** Records must be sufficient in content, context and structure to reconstruct the relevant activities and transactions that they document.
5. **Compliant:** Records must comply with any record keeping requirements resulting from legislation, audit rules and other relevant regulations.
6. **Effective:** Records must be maintained for specific purposes and the information contained in them must meet those purposes.
7. **Secure:** Records must be securely maintained to prevent unauthorised access, alteration, damage or removal.

## Scope

This policy applies to all records created, received or maintained by the Council in the course of carrying out its duties. Records are defined as all those documents which facilitate the business carried out by the Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. Records may be created, received or maintained physically or electronically.

## Responsibilities

The Council is responsible for:

- The Record Management Policy and supporting procedures and systems
- Council records and appropriate disposal

The Parish Clerk is responsible for:

- Management of the Council's records in line with the Record Management Policy and supporting procedures and systems
- The appropriate and timely retrieval of information as required
- Providing the Council with guidance for good record management practice and promoting compliance with the Record Management Policy

The Councillors are responsible for:

- Ensuring that records held for which they are responsible are maintained and disposed of in accordance with the Record Management Policy

## Policy Monitoring, Review and Approval

To ensure the Council continues to meet the requirements laid out in the Record Management Policy it will:

1. Review the Record Management Policy and supporting documents at least every three years and in response to any relevant changes to legislation and/or government guidance
2. Adopt and maintain a Record Retention Schedule that clearly indicates which documents are retained and for how long and which records are disposed of and by what method
3. Adopt a structured approach to record management to ensure that essential records of the Council's activities is maintained in appropriate detail
4. Conduct routine audits of Council records to maintain and up to date schedule for record disposal

## Supporting Documentation

Document Title	Description	Location
Record Retention Schedule	Sets out the record types, minimum retention period and the method of retention and disposal for audit purposes.	TBC
Record Management Procedure	Sets out the adopted procedure for the management, retention, storage, retrieval and disposal of Council records.	TBC

## Document Change History

This is version 1 of the Record Management Policy and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

It is the responsibility of the reader to familiarise themselves with this version of the document.

This document is subject to revision and is maintained electronically. Electronic copies are version controlled and printed copies are not subject to this control.

## Summary of Changes

Version 1 , January 2023	
Ref.	Change
N/A	N/A