Stowe Nine Churches Parish Council

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Version number	Purpose/change	Author	Date
0.1	Initial draft	LSS	20/2/18
0.2	Amend retention times		17/05/18
			17/03/18

Next review date 01 September 2018

Adopted by Stowe Nine Churches Parish Council on_

25.6.18.

Signed by the Chairman

www.stoweninechurches-pc.org.uk

Stowe Nine Churches Parish Council

Records Retention Policy

Stowe Nine Churches 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Stowe Nine Churches Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Stowe Nine Churches 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 Stowe Nine Churches Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

Responsibilities

Stowe Nine Churches 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. 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 naintained and disposed of in accordance with Stowe Nine Churches Parish Council's records management guidelines.

Retention Schedule

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

Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive