

# **East Challow Parish Council**

## **Document Storage, Retention and Destruction Policy & Procedure**

The Parish Council recognises that 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 covers the following areas:

- Scope of the Policy
- Responsibilities
- Storage
- Retention
- Destruction

### **Scope of the Policy**

This policy applies to all records created, received or maintained by East Challow Parish Council in the course of carrying out its functions, by the Council or by individual councillors. Records are defined as all documents which facilitate the business carried out by the Parish Council which are retained, for a set period, to provide evidence of its transactions and activities. These records may be created, received or maintained in hard copy or electronically.

### **Responsibilities**

East Challow Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The Clerk and the RFO have responsibility for the implementation of this policy, they are required to manage the Council's records in such a way as to promote compliance with the policy so that information is stored securely, and can be retrieved easily, appropriately and in a timely manner. Councillors are required to manage any records they hold personally in the same manner.

### **Storage**

Council records must be stored securely, in hard copy format and electronically.

### **Retention**

East Challow Parish Council maintains a retention schedule listing the length of time records need to be retained and the action which is taken after the retention period.

### **Destruction**

All hard copy documents which are no longer required for administrative purposes, and which are not stored in the Council Archive, are shredded and disposed of. All electronic records which are no longer required for administrative purposes, and which are not archived, are deleted.