

## GD11 - RECORD MANAGEMENT AND INFORMATION REQUEST

### 1.0 INTRODUCTION

- 1.1 Newport Council holds a large amount of information. This information may relate to specific topics or individuals as well as records of decisions made by the Council, actions taken and the rationale behind these decisions. The Council recognises that its records are an important public asset, and are a key resource to effective operation, policy-making and accountability.
- 1.2 Like any asset, records require careful management and this policy sets out the Council's responsibilities and activities in respect to this.
- 1.3 The Town Clerk has a responsibility to effectively manage Council records in accordance with specified legislation and guidelines.
- 1.4 A record is defined as any information held by the Council regardless of medium (including paper, microfilm, electronic, audio-visual and record copies of publications), which is created, collected, processed, used, stored and/or disposed of by the Town Council,
- 1.5 Managing the Council's records includes the following tasks.
  - a. Creating and capturing accurate, authentic and reliable records
  - b. Maintaining records to meet the authority's business needs
  - c. Disposal of records that are no longer required in an appropriate manner
  - d. Protecting vital records
  - e. Conform to any legal and statutory requirements relating to record-keeping
  - f. Complying with government directives.
- 1.6 The Clerk to the Council will:
  - a. Be responsible for compliance with **Freedom of Information** legislation, records management practices and for Data Protection.
  - b. Retain and manage the records, provide a records management service to manage semi-current records and where appropriate will take ownership of those records deemed worthy of permanent preservation.
  - c. Ensure that the records are arranged and indexed in such a way that they can be retrieved quickly and efficiently.
  - d. Ensure that procedures and guidelines for referencing, titling, indexing and version control and security marking.
  - e. Maintain procedures for keeping the system updated.

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- 1.7 The record keeping system must be maintained so that the records are properly stored and protected, and can easily be located and retrieved. This will include:
  - a. Ensuring that adequate storage accommodation is provided for the records.
  - b. Tracking and monitoring the movement and location of records so that they can be easily retrieved
  - c. Controlling access to the information.
  - d. Identifying vital records and applying the appropriate protection. Records subject to a Freedom of Information request are not destroyed.

**2.0 THE FREEDOM OF INFORMATION ACT**

- 2.1 The Freedom of Information Act enables any person to obtain information from public authorities. The Act applies to all Public authorities who have to allow access to the following information:
  - a. The provision, cost and standard of its service
  - b. Factual information or decision-making, and
  - c. The reasons for decisions made by it.
- 2.2 This legal right of access includes all types of ‘recorded’ information of any date held by public authorities. Any person who makes a request for information must be provided with it, subject to certain conditions.
- 2.3 In addition the Council also publishes its minutes on the town web-site

**3.0 MAKING A REQUEST**

- 3.1 If the information is not available via the town notice board or website, copies may be obtained through the Council Clerk at the rates advised.
- 3.2 Newport Town Council abides by section 45 and section 46 of the Freedom of Information Act 2000

**RETENTION OF DOCUMENTS FOR LEGAL PURPOSES**

<b>Category</b>	<b>Limitation Period</b>
Negligence (and other ‘Torts’)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover land	12 years
Rent	6 years
Breach of Trust	None

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### RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scales of fees and charges	5 years	Management
Receipts and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank Statements Including deposit/savings accounts	Last complete audit year	Audit
Bank paying in books	“ “ “ “	“
Cheque book stubs	“ “ “ “	“
Quotaions and tenders	12 years/indefinite	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 “	Statute of Limitations
VAT records	6 “	VAT
Petty cash, postage and telephone books	6 “	Tax, VAT, Statute of Limitations
Time sheets	Last complete audit year	Audit
Wages books	12 years	Superanuation
Insurance policies	While valid	Management
Certificates for Insurance againts liability for employees	40 years from date on which insurance commenced or renewed	The Employer’s Liability (Compulsory Insurance) Regulations 1998 (SI. 2753) Management
Investments	Indefinite	Audit, Management
Tilte deeds, Leases, Agreements, Contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Statute of Limitations
<b>For Halls, Centres, Recreation Grounds</b>		
Applicatio to Hire. Letting diaries. Copies of Bills to Hire. Record of tickets issued.	6 Years	VAT

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<b>For Allotments</b>		
Register and Plans	Indefinite	Audit, Management

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<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
<b>For Burial Grounds</b>		
Register fo fees collected. Register of Burials. Register of purchased graves. Register/Plan of grave spaces. Register of Memorials. Applications for interment. Application for right to erect memorial. Disposal certificates. Copy certificates of grant of exclusive right of burial.	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)

Tables taken from NALC Legal Topic note LTN 40 Nov. 2007

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