



RECORD MANAGEMENT POLICY

Drayton Parish Council

Policy Holder: Finance & General Purposes Committee

Version 1.0

Approval Date:	12 th February 2026	Approval Route:	Council
Review Date:	+4 Years	Policy Holder:	Finance & General Purposes Committee

Document Change History

This is version 1.0 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 1.0 February 2026	
Ref.	Change
N/A	N/A

Purpose

Drayton 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 2000, 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:** Records must be proven to be what they purport to be, created by the proper person or system, and protected through documented management over time.
2. **Accessible:** Records must be readily available when needed and accessible for as long as they are required.
3. **Reliable:** Records must accurately and completely represent the transactions or activities they document and be created at the time of the event or shortly thereafter.
4. **Secure & Compliant:** Records must be protected against unauthorised access, alteration, loss, or destruction and managed in accordance with legal, regulatory, and business requirements.

Scope

This policy applies to all records created, received or maintained by the Council in the course of carrying out its functions. 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:

- ✓ Approval of the Record Management Policy and supporting procedures and systems.

The Policy Holder is responsible for:

- ✓ The review of this policy and supporting procedures and recommendations to Council for amendment.
- ✓ Monitoring and maintaining overall compliance with this policy.

The Parish Clerk is responsible for:

- ✓ Day to day management of the Council's records in line with the Record Management Policy and supporting procedures and systems, including appropriate disposal.
- ✓ The appropriate and timely retrieval of information as required.
- ✓ Providing the Council with guidance for good 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.
- ✓ Familiarising themselves with this policy and supporting documentation.

Further Information and Supporting Documents

Policy Monitoring, Review and Approval

To ensure the Council continues to meet the principles laid out in this policy, the Policy Holder will:

1. Review this policy and supporting documentation every 4 years and in response to relevant changes to legislation and/or government guidance.
2. Review this policy and supporting documentation as a result of any other relevant significant change or event.
3. 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.
4. Adopt a structure approach to record management to ensure that essential records of the Council's activities is maintained in appropriate detail.
5. Conduct routine audits of Council records and maintain an up-to-date schedule for record disposal.

Supporting Documentation

Document Title	Description
Record Management Procedure	Sets out the adopted procedure for the management, retention, storage, retrieval and disposal of Council records.

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RECORD MANAGEMENT PROCEDURE

Introduction

In line with the principles set out in the Record Management Policy, the procedure sets out the Council's approach to record management.

1. Authentic

What this means in practice: The council can demonstrate that records are genuine, created by the Council, and have not been improperly altered.

Procedure:

- Minutes of council meetings are approved at the next meeting, signed by the Chair and stored for archive.
- Emails giving official instructions are sent from Council email accounts.
- Policies include simple version control including a standard document template with version, approval date, approval route, policy holder, review date and summary of changes.
- A document log is retained including details of when documents are created, approved, amended or superseded.

2. Accessible

What this means in practice: Records can be found, understood and used when needed – by councillors, auditors or the public.

Procedure:

- A simple and consistent file structure and naming convention is maintained for all electronic files.
- Key records are retained in PDF.
- Older records are filed in the Council Office and scanned for archiving electronically or held by the Norfolk Records Office.

3. Reliable

What this means in practice: Records accurately and fully document council decisions, actions and transactions.

Procedure:

- Meeting minutes follow a consistent format and record the decisions made.
- Minutes are drafted no longer than 1 calendar month after a meeting.
- Matters arising for all meetings record previous decisions and confirmation of action taken and are presented at every meeting.
- Supporting documents are filed alongside the relevant meeting for ease of reference.
- Supporting documents are referenced via page numbers in the meeting minutes for ease of reference.

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- Scribe accounting software records all financial income and expenditure and VAT returns.
- Receipt and payment vouchers are numbered, date stamped and scanned as evidence for supporting Scribe reports.
- Hard copy receipt and payment vouchers are filed in the Council Office.

4. Secure & Compliant

What this means in practice: Records are protected and managed in line with legal and regulatory requirements.

Procedure:

- All digital files are stored in the Council's Microsoft 365 Cloud storage.
- Cloud backups are taken of digital files stored in the Council's Microsoft 365.
- Email correspondence is routinely archived.
- Digital financial records are held securely in Scribe with access restrictions applied.
- Confidential data stored digitally is access-restricted and hard copies are stored in a locked cabinet.
- Records required by law are available per the Council's Guide to Information found on the Council's website.
- Record retention and disposal procedures are set out in Appendix 1.

Retention Procedure

Records should be retained until they are no longer needed. The attached retention schedule contains:

- The retention of records required for the audit of parish councils set out in NALC Legal Topic Note 40 Local Council Documents and Records.
- The Statutory Retention of HR records/data set out by the Council's HR Consultant, Personnel Advice & Solutions Ltd.
- The Advisable Retention of HR records/data set out by the Council's HR Consultant, Personnel Advice & Solutions Ltd.

The retention schedule should be read in conjunction with NALC Legal Topic Note 40 which provides further advice and guidance on:

- Insurance policies
- Magazines, journals and other publications
- Correspondence
- Local/historical information
- Retention of documents for legal purposes

If in doubt, documents should be retained until legal advice has been received.

Disposal Procedure

When records are no longer needed they must be disposed of and the method of disposal should be appropriate to the nature and sensitivity of the records concerned. Disposal can be achieved via the following methods:

- Deletion – for electronic files
- Shredding – for confidential paper records
- Recycling – for non-confidential paper records
- Archiving – for records held for historic interest or intrinsic value
- Licensed Waste Carrier – for Electrical and Electronic Equipment¹

Disposing of IT equipment and devices that have the ability to store data could lead to a personal data breach. In accordance with UK GDPR and Data Protection Act 2018, personal data must be removed from any and all IT equipment and devices scheduled for disposal.

A Disposal Schedule is maintained detailing the record type, the date and method of disposal and the authorising Officer. Before authorising disposal, the Officer should be satisfied that:

- ✓ Retention is not required to fulfil statutory or other regulatory requirements
- ✓ Retention is not required to meet operational needs of the service
- ✓ Retention is not required to evidence events in the case of a dispute
- ✓ Retention is not required to preserve historic interest or intrinsic value

¹ See the Waste Electric and Electronic Equipment Regulations 2013 for legal definitions and excluded equipment.

Retention of records required for the audit of parish council		
Record	Minimum Retention Period	Reason for Retention
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank Statements, including deposit / savings accounts	Last completed audit year	Audit
Bank Paying-in books	Last completed audit year	Audit
Cheque Book Stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT Records	6 years (20 years for VAT on rents)	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT and Limitation Act 1980
Timesheets	Last completed audit year	Audit
	3 years	Best practice for personal injury
Wages books	12 years	Superannuation
Insurance Policies	As long as it is possible for a claim to be made under it	Management and Legal proceedings
Certificates for Insurance against liability for employees	Indefinite	Future claims
Investments	Indefinite	Audit and Management
Title deeds, leases, agreements, contracts	Indefinite	Audit and Management
Members Allowances Register	6 years	Tax, Limitation Act 1980
Applications to hire, lettings diaries, copies of bills to hires record of tickets issued	6 years	VAT
Allotment register and plans	Indefinite	Audit and Management

Statutory Retention of HR records/data		
Record	Minimum Retention Period	Reason for Retention
Maximum weekly working time.	Two years from relevant date/period to which records related.	Working Time Regulations 1998
Records to demonstrate every worker has been paid in compliance with National Minimum Wage requirements.	Three years from the day the pay reference period.	National Minimum Wage Regulations 2015
Payroll and wage records.	Six years from the end of the financial year in which payments were made.	Income Tax (PAYE) Regulations 2003
PAYE records.	Not less than three years after the end of the tax year to which they relate.	Income Tax (PAYE) Regulations 2003
Reportable accidents.	At least three years from the date the report was made.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Statutory Maternity Pay (SMP) records.	Three years after the end of the tax year in which the maternity pay period ends.	Statutory Maternity Pay Regulations 1986
Statutory Paternity Pay (SPP), Shared Parental Pay (ShPP) and Adoption Pay (SAP) records.	Three years after the end of the tax year in which the pay period ends.	Statutory Paternity Pay and Statutory Adoption Pay Regulations 2002 and Shared Parental Pay Regulations 2014
Immigration checks.	Two years after the termination of employment.	Immigration, Asylum and Nationality Act 2006

Advisable Retention of HR records/data	
Record	Minimum Retention Period
CVs/application forms, interview notes.	6 months from date of appointment for successful applicants. 12 months from date CV/application submitted for unsuccessful applicants.
Copies of qualifications.	Retain whilst required for employment and if valid/current.
Contract of employment/statement of terms and conditions.	Duration of employment under applicable terms plus 6 months.
Holiday records.	2½ years from end of holiday year in which holiday taken.

Advisable Retention of HR records/data	
Record	Minimum Retention Period
Self-certification form / return to work interviews / GP Fit Notes / Sickness absence management records	<ul style="list-style-type: none"> - If no action taken under attendance management policy - from date of receipt to end of applicable rolling reference period - If action taken under attendance management policy and warning(s) given - 6 months from the expiration date of the most recent warning. - If managing long term sickness absence or absence due to an underlying medical condition outside of attendance management triggers - 12 months after employee has returned to work (6 months following termination of employment if applicable) - If relevant to an accident at work - 3½ years from date of incident/occurrence (or longer on a case by case basis).
Statutory Sick Pay (SSP) Records.	3 years after end of tax year in which sickness occurred and SSP payments made.
Medical/Occupational Health Practitioner (OHP) reports.	Up to 3½ years from date of receipt.
Performance improvement documentation.	For the period during which performance is being assessed, plus 6 months thereafter.
Disciplinary investigations.	During live period and 6 months from date sanction becomes spent (or if sanction is dismissal - 6 months from dismissal).
Grievance letters / investigations / process and outcomes.	6 months from date of completion of grievance procedure (6 years if grievance relates to pay/contract terms).
Subject Access Requests (SAR) / exercise of other individual GDPR rights.	12 months from date of request/exercise of right.
Details of selection scores re employees not selected for redundancy.	6 months from date of termination of those selected for redundancy.
Flexible working requests.	12 months from date of request.
Record of family leave taken	12 months following return to work from applicable leave.
Letters of resignation / Notes of exit interviews / Record & audit of return of company property / Employee personnel file (other than records / data being retained post termination in accordance with above).	6 months post termination.