

Long Preston Parish Council
Records Management Policy & Information Security Policy
Adopted July 2012

Record Management

Statement of Intent

The purpose of the policy is to ensure the confidentiality, integrity and availability of information is maintained by implementing best practice to minimise risk.

This policy recognises the other relevant Council policies in respect to;

- Data Protection
- Freedom of Information

Information is stored in a variety of forms and the Record Management Policy recognises the different requirements of each. These forms include;

- computer disk / electronic copies
- website
- printed copy

Computer Stored

Council data is initially stored on the Clerk's laptop computer. This computer is owned by the Clerk personally and the Clerk is responsible for the updating of non-specialist software and provision of security. The Records Management Policy requires that relevant Council data on this computer be backed up onto an external storage media at least once a week.

Websites

Data contained on the website is gleaned primarily from computer held records. The remainder is updated online. Therefore all data is replicable and back up storage is of low priority.

Voice Recorded

Voice recording is not currently used.

Printed Copy

Certain printed material is generated using computers and as such will be recorded and stored along with other files. There are a large number of other documents both received and sent covering current and historical time periods. It is recognised that many documents are of little or no importance after a very short period of time.

The Records Management Policy requires an assessment of documents to be made annually, and documents which are not required to be kept by law or for audit purposes (see Appendix A) will be destroyed unless considered required on an on-going basis (the majority of such documents will be scanned and held in electronic format).

Information Security

The purpose of the policy is to ensure the confidentiality, integrity and availability of information is maintained by implementing best practice to minimise risk.

Information exists in many forms including;

- printed or written on paper
- stored electronically
- published on the internet
- transmitted by post or electronically
- conversational and voice recorded

Information Security requires the adherence to both the Record Management and the Data Protection polices of the Council.

Information Security is primarily vested in Clerk and any other members of staff. However, individual Councillors are also required to meet the objectives of these policies as well as those contained within the Standing Orders and Code of Conduct.

Where sensitive information is provided, all recipients are expected to respect the nature of such information and afford it the appropriate level of security. Such security will include the prevention of access by unauthorised personnel.

Nothing within this policy, or those for Record Management and Data Protection, will detract from the basic principles of the Freedom of Information Act.

Appendix A: Retention of documents for Audit requirements

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scales of fee and charges	5 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	12 years/indefinite	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 years	Statute of Limitations
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Statute of Limitations
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Statute of Limitations