CLIVE PARISH COUNCIL
RECORDS MANAGEMENT POLICY

Adopted by Council: April 2018
Reviewed: 2019, 2021, 2023, June 2025
Next review: June 2027

Introduction

Clive 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 Parish Council. This document provides the framework through which this effective management can be achieved and audited.

Scope of the policy

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

Responsibilities

The 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 to the Parish Council.

Retention or disposal of documents

The Parish Council is required to maintain a "documents for retention or disposal schedule" (Appendix A) listing the record series which it creates in the course of its business. There is a clear need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings. The schedule lays down the minimum length of time which the record needs to be retained for audit and other purposes, and the action which should be taken when it is of no further administrative use. Most legal proceedings are governed by 'the Limitations Acts' (see below) which state that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. If a type of legal proceeding falls into two or more categories, the documentation will be kept for the longer of the limitation period. As there is no limitation period in respect of trusts, the Council will retain all trust deeds and schemes and other similar documentation. The documents for retention or disposal schedule (Appendix A) refers to records series regardless of the media in which they are stored.

Categories and Limitation periods

- 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

Review of this policy

This policy will be reviewed at least every two years, or sooner if there are changes in legislation.