



Little Paxton Parish Council

Records Management Policy

The records and documents of Little Paxton Parish Council will be kept in good condition in a safe place in accordance with current CAPALC guidelines.

The documentation of the Council will be reviewed annually in May and throughout the year in accordance with the Council's Records Management Retention Schedule.

The following criteria will be applied.

P Records to be preserved permanently

Records in this category when no longer required in the Parish should be deposited to Huntingdonshire District Council Archives Unit, Huntingdon.

They are to include:

1. Minutes and Agendas. The most recent three years Minutes & Agendas to be retained in the Parish office.
2. Correspondence files on important local issues.
3. Planning applications for major controversial developments.

R Records to be reviewed by the County Archivist for possible permanent preservation.

1. They will be sent when the minimum retention period is over.
2. When they are no longer required in the parish for administrative purposes.

D Records which may be destroyed by the Parish Clerk.

1. When no specified retention period is required they may be safely destroyed by the Parish Clerk.
2. Routine correspondence including non controversial planning responses etc to be retained for 12 months and destroyed on a rolling month basis by the Clerk.
3. To be destroyed following the specified retention period.

Computer/IT Records

Adopted 14/02/19

1. All Council current electronic files to be stored and backed up onto Office 365 One Drive daily.
2. The Office 365 One Drive current log in details are recorded in the Business Continuity Plan.
3. Emails to be deleted as soon as they are actioned. Email prints have no specified retention and can be destroyed by the Clerk when no longer required.
4. The retention of computer files/records/data should correspond with the hard copies of these documents.

Website

Minutes , Agendas & Annual Reports to be retained on the website permanently.

Other pages to be updated periodically as required.

2Commune is the current webmaster.

Miscellaneous

Clerks meeting notes to be destroyed when minutes approved. Other Clerks notes to be destroyed when no longer required by the Clerk.

Confidential Waste

Council records for destruction which have personal data are to be treated as confidential waste and are to be shredded.

Next review February 2020