



## **Records Retention Policy**

Minting and Gautby 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 Council. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

### Scope

This policy applies to all records created, received or maintained by Minting and Gautby Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Minting and Gautby 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 Minting and Gautby Parish Council records may be selected for permanent preservation as part of the Council's archives and for historical research. Handwritten and typed draft notes are destroyed upon publishing public draft notes for approval and approved minutes.

### Responsibilities

Minting and Gautby 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. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Minting and Gautby Parish Council's records management guidelines.

Retention Schedule Is called GDPR Data Map. Reviewed 29/03/2022