

## **Findern Parish Council**

### **Record Management Policy**

Records management is vital to the delivery of our services in an orderly, efficient, and accountable manner. Effective records management will help ensure that Findern Parish Council have the right information at the right time to make the right decisions.

It will provide evidence of what we do and why, therefore protecting the interests of Findern Parish Council, it's Councillors and staff, and all who interact with Findern Parish Councils.

In most cases records, and information which Findern Parish Council holds, are an important public record, and Findern Parish Council aim to balance our commitment to openness and transparency with our responsibility. So Findern Parish Council will create and manage records efficiently, make them accessible where possible, protect and store them securely and dispose of them safely at the right time.

To support our policy we will ensure that all staff receives appropriate records management training where applicable.

Findern Parish Council will review this policy on an annual basis and keep all such policies up to date.

#### **Policy statement:**

The underlying principles of Findern Parish Councils record management is to ensure that a record is managed through its complete life cycle, from creation or receipt, through maintenance and use, to disposal which will be managed by the Clerk/Proper Officer to Findern Parish Council.

Good record management relies on the following:

- the creation of appropriate records
- the capture of records (received or created) in record keeping systems
- the appropriate maintenance and upkeep of all Findern Parish Council records
- the regular review of information
- controlled retention of information
- controlled destruction of information.

Through adhering to these principles Findern Parish Council will benefit from:

- records being easily and efficiently located, accessed and retrieved where appropriate
- information being better protected and securely stored
- records being disposed of safely and at the right time.

As a public body (Parish Council) we are required by law to manage our records properly. Legislation such as the Data Protection Act 1998 and Freedom of Information Act 2000 set out specific requirements in relation to the creation and management of records.

#### **What does this policy apply to?**

This policy, together with the associated standards, applies to the management of Findern Parish Councils records, in all technical or physical formats created or received by Findern Parish Council in the conduct of its business activities.

Although not an exhaustive list, examples of items that can constitute records include:

- Documents (including written and typed documents and annotated copies)
- Computer files
- Paper based information
- Electronic mail messages
- Diary records
- Fax messages
- Reports

### **Who does this policy apply to?**

This policy applies to all Councillors and Employees of Findern Parish Council (both permanent and or temporary),

The policy aims to ensure that all staff are aware of what they must do to manage records in an effective and efficient way where appropriate.

### **Why do we need to manage records?**

Maintaining appropriate and effective records management practices will help Findern Parish Council to deliver and meet its statutory duties.

By adopting this policy Findern Parish Council aim to ensure that the record, whatever form they take, are accurate, reliable, ordered, complete, useful, up to date and accessible whenever it is needed to:

- help us carry out our business
- help us to make informed decisions
- protect the rights of employees, regulated entities, and the public
- track policy changes and development
- make sure we comply with relevant legislation
- make sure that we work effectively as a Parish Council and meet our lawful obligations for disclosing information
- support continuity and consistency in management and administration
- make sure we are open, transparent and responsive

### **Regulatory environment**

Findern Parish Council members and its staff work in a regulatory environment influenced by a number of factors:

- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Findern Parish Council Standing Orders
- Findern Parish Council Financial Regulations

### **Roles and responsibilities**

The Clerk/Responsible Financial Officer to Findern Parish Council has a responsibility to ensure that its records are managed well, and these responsibilities are detailed below:

- to ensure that the records management policy is kept up to date and relevant
- to raise staff awareness of records management where appropriate
- to provide advice to Findern Parish Council members on this matter if required
- to develop and maintain retention and disposal schedules and document disposal activity
- Training new staff where appropriate on departmental records management procedures
- To act as a contact point in relation to security matters and or any breaches.