

# **CRICH** Parish Council

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## RECORDS RETENTION POLICY

Re-adopted 13<sup>th</sup> May 2024 – Minute no 0196/24

## **Records Retention Policy**

Crich 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 local authority.

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 Crich Parish Council in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by Crich 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 Crich Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

### **Responsibilities**

Crich 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 Clerk 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.

The Clerk must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Crich Parish Council's records management guidelines.

*See also – Crich Parish Council Records Retention Schedule*