

# EAST GOSCOTE PARISH COUNCIL

## MANAGEMENT OF RECORDS POLICY



<b>Approved by:</b>	Full Council	<b>Date:</b> 16 <sup>th</sup> June 2025
<b>Last reviewed:</b>	24 <sup>th</sup> July 2023	
<b>Next review due:</b>		

## **Management of Records Policy**

This document is adapted from the SLCC model and tailored for East Goscote Parish Council. It outlines how records are managed, retained, and disposed of in accordance with best practices and legal requirements.

### **Welcome**

East Goscote Parish Council strives to operate as an open and transparent authority. We aim to continually enhance the availability and accessibility of information for the benefit of our residents.

### **Freedom of Information**

Under the Freedom of Information Act 2000 (FOIA), every Public Authority must adopt and maintain a publication scheme. This outlines:

- The classes of information held.
- How this information will be published.
- Whether a charge will apply.

### **Introduction**

It is our duty to provide high-quality services at a reasonable cost while improving the delivery of public services throughout East Goscote.

### **What is the Publication Scheme?**

The Publication Scheme guides the public on what information is available and how to access it. Information is categorised as follows:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make our decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer
8. Additional information

### **Exemptions**

We are committed to openness, but some information may be withheld to:

- Protect personal or commercial confidentiality.
- Ensure law enforcement, legal, or administrative integrity.

- Comply with legal prohibitions.

Where applicable, reasons for withholding information will be provided.

### **Archiving Policy**

Not all records can be kept indefinitely. As per our Records Management Policy, records are either destroyed or archived. The Publication Scheme will state whether records are archived or destroyed and for how long they are retained. For archived documents, the Leicestershire Record Office will be consulted if needed.

### **Access to Information**

To view any documents listed in this scheme, please contact:

#### **The Parish Clerk**

East Goscote Parish Council  
East Goscote Village Hall  
Long Furrow, East Goscote, Leicestershire  
Email: Clerk@eastgoscote-pc.gov.uk  
Phone: 01162602202

Documents are available in electronic or paper form by request.

### **Charging Policy**

Information is generally free, except for:

- Photocopying, disks, and postage.
- Significant time requests (over 18 hours of staff time) will be charged at £25/hour + expenses.

A **Fees Notice** will be issued for such cases. If not paid within three months, the request will be considered withdrawn.

### **Complaints**

If you have a complaint about this scheme, please write to:

#### **The Parish Clerk**

East Goscote Parish Council  
East Goscote Village Hall  
Long Furrow, East Goscote, Leicestershire  
Email: clerk@eastgoscote-pc.gov.uk  
Phone: 0116 260 2202

**Key: P = Preserve permanently, R = Review, D = Destroy**

<b>Record</b>	<b>Action</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Signed Minutes of Council or Committee	P	Indefinite	Archives
Reports not attached to signed Minutes	R	Indefinite	Archives
Agendas	P	Indefinite	Archives
Draft Minutes	D	When approved	Routine
Reports/Papers with Agenda	R	5 years	Reference
Standing Orders/Terms of Reference	P	Indefinite	Governance
Councillors' Declarations of Office	P	Indefinite	Archives
Nomination forms for elections	R	Indefinite	Maintained by WC
Byelaws and Orders	P	Indefinite	Audit/Management
Title Deeds	P	Indefinite	Audit/Management
Village Green Registration/Plans	P	Indefinite	Audit/Management
Property Registers/Terriers	P	Indefinite	Audit/Management
Maps/Plans/Surveys	P	Indefinite	Archives
Local Issue Correspondence	P	Indefinite	Archives
Leases, Agreements, Contracts	P	Indefinite	Audit/Management
Tenders - Major Works	R	12 years/Indefinite	Statute of Limitation
Tenders - Minor Works	D	12 years	Statute of Limitation
Unsuccessful Tenders	D	3 years	Challenge
Routine Correspondence	D	As useful	Routine
Personnel Records	D	3 months	Limitation

Health & Safety Records	P	Indefinite	
Scale of Fees and Charges	D	5 years	Management
Insurance Policies	D	While valid	
Income and Expenditure	P	Indefinite	Archives
Investments	P	Indefinite	Audit/Management
Financial Returns to External Auditor	D/P	7 years	Audit
Internal Auditor Reports	D/P	7 years	Audit
Postage Records	D	7 years	Tax/VAT
Bank Statements	D	7 years	Audit
Paying-in Books/Cheque Stubs	D	7 years	Audit
Paid Invoices	D	7 years	VAT
Paid Cheques	D	7 years	Limitation
VAT Records	D	7 years	VAT
Time Sheets	D	7 years	Audit
Salaries Records	D	8 years	Limitation
Member Allowances Register	D	7 years	Tax
Asset Register	P	Continuous update	
Legal Acquisition Papers	P	Indefinite	
Maintenance Correspondence	R	7 years	
Rent Correspondence	R	12 years or lease term	
Plans/Manuals/Certificates	R	Life of property/building	
Rights of Way Maps	P	Indefinite	Archives
Parish Newsletter	D	5 years	
Press Cuttings	P	Indefinite	

Photographs	P	Indefinite	
Planning - Major Developments	R	5 years	WC website
Planning - Minor Refused	D	2 years	WC website
Planning - Minor Approved	D	2 years	WC website

**Signed**.....

**(Chair)**

**Date**.....