

Appendix 6

LITTLEBOURNE PARISH COUNCIL RECORDS MANAGEMENT POLICY

**ORIGINALLY APPROVED 23 JUNE 2011
REVISED 2 MAY 2018**

All records listed below are kept in locked filing cabinets at the office of the Parish Council or within the Archives cupboard above the hall.

LPC Office key holders; Clerk, Cllrs, Cleaner, Community Warden.

LPC will not share personal information unless: in exceptional circumstances related to public safety, we are legally required to, or with the permission of the individual.

DOCUMENT	TIME PERIOD KEPT	COMMENTS
Insurance Policies	40 years (statutory)	
Minutes (paper)	In perpetuity (statutory)	In LPC office/locked/fire proof cabinet
Minutes (computer)	Five years minimum	To enable back copies to be produced. Also held on portable hard drive (computed backed up to this regularly)
Planning Applications	Five years. (Exceptions: large sites with planning history are kept longer)	Applications now all available on CCC website
Parish Boundary Map & PROWS	In perpetuity	On Office wall & locked cabinet
Conservation Area Maps	In perpetuity	In locked cabinet
Register of Electors	Current one held Dormant records held for use of confirming Littlebourne residence for housing purpose only.	Kept in locked cabinet in Office. This document is not available for perusal by anyone other than Clerk and Chairman for electoral purposes. Individual enquires to be directed to CCC Electoral Services.
Accounts/Audit papers	Six years including bank statements, invoices, receipt books. (Statutory)	Kept in LPC office or archives
Income & Expenditure records (computer)	Six years	
Tenders and quotations	Twelve years (Statutory)	

Housing Local Connection Applications (paper) & Housing waiting List (computer)	Current applications and current tenancies to be retained for the duration. Dormant records relating to former applications or to former tenancies be retained for five years.	Paper files kept in locked cabinet in LPC office. Local Connection forms scanned and kept on Computer for Cllr approvals. Local connection forms passed to Canterbury City Council for use in allocations.
Allotment Agreements	Current tenancies retained for duration. Dormant tenancies to be kept for five years.	
Allotment Tenants Listing (computer)	Current tenants for duration of tenancy. Former tenants removed from listing immediately.	
Employment records	Five years minimum	Kept in Locked cabinet & some on computer
DBS forms	For duration	Held with Record of Disclosure Information form in office Safe
CCTV images	Thirty Days. System in locked room with access keys held by 2 Cllrs only.	System then records over footage. Requests from public to have footage viewed can only be made via Police.
General Admin Files	Dependant on nature of file	Annual 'weeding' process undertaken.