



Watton Town Council Archive Policy

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Appendix A: List of Documents for Retention or Disposal

1. Background

The Data Protection Act 2018 controls how personal information is used by organisations, businesses or the government.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage
- There is also stronger legal protection for more sensitive information.

The GDPR governs implementation of this policy.

2. Purpose and Scope

The intention of this policy is to provide clear instructions to all staff regarding the appropriate retention and disposal of paper based records and electronic records via an agreed archiving process.

The policy is also intended to aid paper records storage issues and to eliminate the need to retain paper and electronic records unnecessarily.

3. Roles and Responsibilities

It is the responsibility of all staff to ensure that all records are filed and archived correctly – all employees have a duty to keep confidential information safe (Data Protection Act 1998).

4. Implementation

It is good general office practice to weed out and destroy, or archive, unnecessary paperwork and electronic documents on a regular basis.

Before any archiving process is implemented all collections of paper forming a file must be checked for duplicates to ensure that the minimum number of records are kept. In addition, only papers considered essential to a file should be kept.

Any duplicates identified must be destroyed by appropriate confidential methods e.g. shredding.

All remaining papers must be correctly filed and files should not contain loose papers unless the file is to be sealed.

Each file must be clearly and appropriately labelled with detail of the file content and agreed review/destruction date as a minimum.

Paper files are archived at Wayland Hall and filing space should be allocated for this purpose for all closed files that need to be retained. When archiving secure papers treasury tags should be used and documents should be placed in appropriately labelled envelopes or secure files. Staples, paper clips, files or rubber bands should not be used as these rust or perish. It needs to be decided how long archived records need to be kept, (see disposal date in spreadsheet Appendix A) and this information should be attached to files.

Storage boxes should contain a list of each set of records that is in the box.

Boxes must not be overfilled or too heavy. The maximum weight for Health & Safety purposes is 13 kg. Documents should lie flat in the archiving box, as standing documents upright puts excess strain on the sides of the box and causes it to become misshapen so the lid will no longer fit. Boxes should not be filled beyond the handle hole.

Once a box is full a list of the contents should be placed inside the box with a brief description of the contents also attached to the outside, short end, of the box.

5. Electronic Storage and Archiving

The storage and retention of electronic documents should be treated in the same way as paper documents as far as possible. Electronic records to be password protected as necessary.

6. Review/Development of the Policy

This Policy will be reviewed every three years, unless circumstances arise that require an early review or updating of the policy.