

# Archive Policy



<b>Adopted by:</b>	Watton Town Council
<b>Date:</b>	July 2019
<b>Review date:</b>	June 2022

## CONTENTS

SECTION	PAGES
1. Background	2
2. Purpose and Scope	2
3. Roles and Responsibilities	2
4. Implementation	3
5. Electronic storage and archiving	3
6. Review/Development of the Policy	3

Appendix A: List of Documents for Retention or Disposal

Appendix B: Protocol "Council Decisions Extracted from Minutes Books"

## **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 box 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.

Watton Town Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Clerk's Office Cupboard 1 Safe in entrance lobby	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas	5 years	Working Docs	Electronic	
Accident/incident reports	20 years	Potential claims		Confidential waste to be shredded GDPR means list should be kept of documents disposed of
Scales of fees and charges	6 years	Working Docs		Bin
Receipt and payment accounts	Indefinite	Archive	Electronic Paper copies of AGAR and supporting docs. filed in Filing Cabinet 1 located in locked cupboard in Clerk's Office	N/A To be kept in safe storage
Receipt books	6 years	VAT		Bin
Bank Statements	Last completed audit year	Audit		Confidential waste
Bank paying-in books	Last completed audit year	Audit		Confidential waste

Cheque book stubs	Last completed audit year	Audit		Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)		Confidential waste to be shredded GDPR means list should be kept of documents disposed of
Paid invoices	6 years	VAT	Locked cupboard Clerk's Office	Confidential waste
VAT records	6 years	VAT	Locked cupboard Clerk's Office	Confidential waste
Timesheets	3 years	Audit Best practice – personal injury	Electronic	Bin
Payroll	12 years	Superannuation	Safe in staff cloakroom	Confidential waste
Insurance Policies	While valid but insurance company names and policy numbers should be held indefinitely	Management		Bin

Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998		Bin
--	--	--	--	-----

Play Equipment Inspection Reports	21 years		Electronic Paper copies filed in Dep. Clerks Office	Bin
Investments	Indefinite	Audit, Working docs	Filing Cabinet 1 located in locked cupboard in Clerk's Office	N/A
Premises Title Deeds Leases	Indefinite 12 years	Audit, Working docs	Safe in staff cloakroom	N/A Confidential waste
Member's details	While valid	Working docs	Paper copies filed in Dep. Clerks Office	Confidential waste
Information from other bodies	Retain for as long as it is useful and relevant	Working info.	Electronic Office	Bin
Local/historical information	Indefinite	Benefit to parish	Pass to Museum4Watton	N/A

Magazines and journals	<p>Council to keep copy of own publications</p> <p>Retain others for as long as useful</p>	<p>The Legal Deposit Libraries Act 2003 requires a local council which after Feb. 2004 published works in print (includes a pamphlet, magazine or</p>	<p>Electronic/Office</p> <p>Pass to Museum4Watton</p>	
------------------------	--	---	---	--

		<p>newspaper, a map, plan, chart or table to deliver, at its own cost, a copy to the British Library Board.</p>		
--	--	---	--	--

General correspondence	Unless it relates to specific categories as outlined, correspondence both paper and electronic should be kept for as long as needed for reference and accountability purposes.	Working docs.	Electronic Office	Confidential waste to be shredded GDPR means list should be kept of documents disposed of
Staff information and correspondence	As long as necessary for the purpose it was held. Rec. 3 years for likely time limit for any tribunal claims.	Audit Legal claims	HR documents kept securely in filing cabinet in locked cupboard in Clerk's Office	Confidential waste to be shredded GDPR means list should be kept of documents disposed of
Contracts	6 years	Working docs Legal	Office	Confidential waste to be shredded
				GDPR means list should be kept of documents disposed of
Event Monitoring Forms	6 years	Working docs Legal		Bin GDPR means list should be kept of documents disposed of

Cemetery Documents	Indefinite	Archives, Local Authorities Cemeteries Order 1977	Office	N/A
Planning Documents	1 year unless significant development	Working docs		Bin
CCTV	For as long as required	Working docs		Confidential waste
Recordings of meetings	For as long as required	Working docs		Confidential waste
General office papers not categorised elsewhere	For as long as required	Working docs		Bin/confidential waste as appropriate

Watton Town Council Appendix B: Council Decisions Extracted from Minutes Books Protocol  
as agreed by Full Council on 13<sup>th</sup> August 2019

- An electronic and a paper copy should be retained in the Council Office as an historical record of decisions taken by Watton Town Council and its predecessors.
- Electronic “read only” copies should be provided to Councillors.
- Information extracted from Council documents in the future can be added to the centrally held electronic copy with the agreement of the Town Clerk (the agreement to be noted at the end of the document, and a copy of the original document to be retained.)

It is noted that the information contained in the document is a matter of public record.