



RECORDS MANAGEMENT POLICY

In relation to the Freedom of Information and the Data Protection policies the 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 Parish Council. This document provides the policy framework through which this effective management can be achieved and audited.

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions.

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

The 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 to the Parish Council. Management practice will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Current records are held at the Parish Council office at:

- 16 St Mary's Way, Weedon, Northants, NN7 4QL.

Records that are of historical note are held at the County Records Office at Wootton Hall, Northampton. These include minute books, burial registers and financial records. The Clerk holds a copy of all documents registered at the County Records Office.

Title Deeds, leases and agreements are held in the safety deposit box at Lloyds Bank, High Street, Daventry. The Clerk holds a list of all documents held.

Adopted 2nd December 2008