



LAWFORD PARISH COUNCIL RECORDS RETENTION POLICY

Prime objectives

Lawford Parish Council recognises that the efficient management of its records is necessary to comply with legal and regulatory obligations and to allow for its effective management. This policy has been created to detail how the records maintained by the parish council are kept and when they should be destroyed.

Scope of the policy

This policy applies to all records, in all formats that are created, received or maintained by the parish council. 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.

Responsibilities

Lawford Parish Council have a corporate responsibility to maintain its records in line with regulatory requirements. The person with overall responsibility for this maintenance is the Parish Clerk.

Relationship with existing policies

This policy should be read in conjunction with the parish council's

- Freedom of Information policy
- General data protection regulation policies (GDPR May 2018)

Retention schedule

Under the Freedom of Information Act 2000, the parish council is required to maintain a retention schedule which lays down the length of time certain record sets need to be retained. Please see this at Appendix A. Lawford Parish Council have adopted a policy in line with the National Association of Local Council's legal topic note LTN40 (Local Councils' documents and records).

Policy Implementation Notice

This is the policy statement of: **Lawford Parish Council**

The overall and final responsibility for this policy is that of: **Parish Councillors**

Approved by **Full Council** on 18 March 2024

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: **The Parish Clerk**

Policy Review Date: 2025