



## Management of Records Policy

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Stamford Town Council has always strived to be an 'open' authority and will continue to seek ways of being more open for the benefit of its residents.

The Freedom of Information Act 2000 (FOIA) received Royal Assent on 30th November 2000. Under this act every Public Authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the way it intends to publish the information and whether a charge will be made for the information.

With effect from 1 January 2009 the Information Commissioner's Office (ICO) is changing the emphasis to a generic model.

It is the duty of the Town Council to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area.

### What is the FOI Publication Scheme?

The aim of the Scheme is to provide guidance to the public on what information is available and how to obtain it. The information is broken down into 'Classes' to reflect the types of activities in which the Town Council is involved. The information will be formally published as printed material, electronic format or available through the website. It is expected over time that the amount of information available will increase and additional classes will be added.

At the present time the Classes have been grouped into the following categories:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make our decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer
8. Additional information

### Exemptions

It is Stamford Town Council's policy to be as open as possible.

However, not all information can be made available to the public. Information will be made available where the law allows, except where it is considered that the release of that information will cause significant harm or prejudice.

Information (including that listed in this document) will be withheld from publication in whole or in part where it is considered by the Town Council that disclosure may:

- harm or prejudice law enforcement, legal proceedings or the administration of justice.



- infringe the privacy, personal, commercial, contractual or other confidences of any person or otherwise infringe their rights.
- or because disclosure is otherwise prohibited by law.

In such cases the Town Council will withhold the information and indicate the relevant exemption under the appropriate legislation.

If you wish to complain about the information having been withheld, you are referred to the section on 'Complaints Procedures'.

## Archiving Policy

It is impossible for the Town Council to keep all information forever. Therefore, in line with the Town Council's Records Management Policy it will be either destroyed or archived.

Document Retention and Disposal Policy will indicate for how long the information is kept and whether it is archived or destroyed after this time.

If it is archived, then the County Records Office will need to be contacted directly.

## Access to Information

All information listed in the Publication Scheme can be viewed by appointment by contacting:

Mrs Sarah Dorson  
Town Clerk/Responsible Finance Officer  
Stamford Town Council  
St Mary's Hill  
Stamford  
PE9 2DR

Tel: 01780 753808

Email: [townclerk@stamfordtowncouncil.gov.uk](mailto:townclerk@stamfordtowncouncil.gov.uk)

Copies of information can be supplied either in paper format or electronically. All information not covered by an exemption will ordinarily be released to the applicant within 20 working days of receipt of the request, unless it is necessary to issue a fee notice (see FOI Publication Scheme for details).

## Charging policy

Most cases will not attract charges other than those set out in the scheme for photocopying, disks, postage etc. However, if the request for information is likely to exceed the Appropriate Limit (which is deemed to be 18 hours of staff time) a charge will be made of £25.00 per hour plus expenses for any additional time above 18 hours. The applicant will be issued with a Fees Notice and must pay the costs specified therein within a period of 28 days. The Town Council is under no obligation to supply the information requested until the applicant has paid the requisite amount. Note: If the costs are not paid within 28 days, then the request lapses. The Town Clerk will, in the first instance, consider all requests for the release of information and issue a Fees Notice if appropriate.



## Complaints

Any complaints concerning the FOI Publication Scheme should be forwarded to:

Mrs Sarah Dorson  
Town Clerk/Responsible Finance Officer  
Stamford Town Council  
St Mary's Hill  
Stamford  
PE9 2DR

Tel: 01780 753808  
Email: [townclerk@stamfordtowncouncil.gov.uk](mailto:townclerk@stamfordtowncouncil.gov.uk)



## MANAGEMENT OF RECORDS POLICY

Key P: Preserve permanently R: Review D: Destroy

Record	Action	Minimum Retention Period	Reason
<b>Administration</b>			
Signed Minutes of Council or Committee	P	Indefinite	Archives
Reports and other documents circulated with agendas not attached to signed Minutes	R	Indefinite	Archives
Agendas	P	Indefinite	Archives
Draft Minutes	D	Destroy when Minutes approved	
Reports and other papers circulated with Agenda	R	5 years	
Procedural Standing Orders and Terms of Reference	P	Indefinite	Archives
Councillors' Declarations of Office	P	Indefinite	Archives
Nomination forms for Parish Council elections	R	Indefinite	Maintained by SKDC
Byelaws and Orders	P	Indefinite	Audit, Management
Title Deeds	P	Indefinite	Audit, Management
Registration of Village Greens, plans, etc	P	Indefinite	Audit, Management
Property registers and terriers, including register and plans for allotments	P	Indefinite	Audit, Management
Maps, plans and surveys of property owned by the Parish Council	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	P	Indefinite	Archives
Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management
Quotations and tenders for major works	R	12 years/Indefinite	Statute of limitation
Quotations and tenders for minor works	D	12 years	Statute of limitation
Unsuccessful tenders	D	3 years	Challenge
Routine correspondence, papers and emails	D	Retain as long as useful	
Personnel records	D	3 months	Limitation period

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Health & Safety records	P	Indefinite	
Scale of Fees and Charges	D	5 years	Management
Insurance Policies	D	Retain while valid	

Record	Action	Minimum Retention Period	Reason
<b>Finance</b>			
Income and Expenditure records	P	Indefinite	Archives
Investments	P	Indefinite	Audit, Management
Financial Returns to External Auditor (if general accounts do not survive)	D/P	7 years	Audit
Internal Auditor Reports	D/P	7 years	Audit
Postage Records	D	7 years	TAX, VAT, Limitation period
Bank Statements	D	7 years	Audit
Bank Paying-in books and cheque book stubs	D	7 years	Audit
Paid Invoices	D	7 years	VAT
Paid Cheques	D	7 years	Limitation period
VAT Records	D	7 years	VAT
Time Sheets	D	7 years	Audit
Salaries Records	D	12 years	Limitation period
Member Allowances Register	D	7 years	TAX Limitation

Record	Action	Minimum Retention Period	Reason
<b>Property</b>			
Asset Register	P	Continuously updated	
Legal papers relating to acquisition	P	Indefinite	
Correspondence relating to maintenance/improvements	R	7 years	
Correspondence relating to rents	R	12 years or dependent upon terms of lease	



Plans, surveys, installation manuals, certificates of approval	R	Retain for life of property/ building	
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Record	Action	Minimum Retention Period	Reason
<b>Miscellaneous</b>			
Maps created under provision of the Rights of Way Act 1992	P	Indefinite	
Parish Newsletter	D	5 years	
Press cuttings books	P	Indefinite	
Photographs	P	Indefinite	
Planning applications and related papers for major controversial developments	R	5 Years	Available on SDKC website
Planning Applications and related papers for minor works where permission is refused	D	2 Years	Available on SKDC website
Planning Applications and related papers for minor works where permission is granted	D	2 Years	Available on SKDC website



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Town Council

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