



Management of Records Policy

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

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.

Approved 29/9/25



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



MANAGEMENT OF RECORDS POLICY

Key P: Preserve permanently R: Review D: Destroy

| Record | Action | Minimum Retention Period | Reason |
|--|--------|-------------------------------|-----------------------|
| Administration | | | |
| 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 |
|--|--------|--------------------------|--------------------------------|
| Finance | | | |
| 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 |
|---|--------|--|--------|
| Property | | | |
| 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 | |



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|--|---|--|--|
| Plans, surveys, installation manuals, certificates of approval | R | Retain for life of property/ building | |
|--|---|--|--|

| Record | Action | Minimum Retention Period | Reason |
|--|--------|--------------------------|---------------------------|
| Miscellaneous | | | |
| 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 |

