



# **Records Management Policy**

Adopted: 28<sup>th</sup> June 2022  
Review: June 2023

## **STATEMENT OF INTENT**

The purpose of the policy is to ensure the confidentiality, integrity and availability of information is maintained by implementing best practice to minimise risk.

This policy recognises the other relevant Council policies in respect to;

- Information Security
- GDPR
- Freedom of Information

Information is stored in a variety of forms and the Record Management Policy recognises the different requirements of each. These forms include;

- computer hard drive
- website
- Cloud
- voice recorded
- printed copy

## **COMPUTER STORED**

Our Council computer is not on a local network and therefore does not allow sharing to access council data on any other. The computer is used by the Clerk for the principal business of the Council.

The Records Management Policy requires relevant Council data on the main computer to be backed up automatically.

## **WEBSITE**

Data contained on the website is gleaned primarily from computer held records. The remainder is updated online. Therefore all data is replicable and back up storage is of low priority. The Records Management Policy requires the website to be backed up on a minimum basis of six months and held by our web hosting provider.

## **VOICE RECORDED**

Voice recordings may only be used for public meetings of the Council as an aide mémoire for the Clerk, attendees at the meeting will be advised accordingly. Meetings excluded to the Press & Public under the Local Government Act 1972, shall not be recorded in any form. This is also referenced in our Filming or Recording of Meetings Policy, item 2.

The Records Management Policy requires the recording to be retained according to the ICO Guidelines. Any recording(s) shall be erased in accordance with our Retention of Documents Policy.

## **HARD COPY DOCUMENTS**

Hard copy documents held by Datchworth Parish Council for reference purposes shall be stored in accordance with Datchworth Parish Council Policies.

This policy will be reviewed every year or earlier if required by legislation or additional material.

Date of policy: 28<sup>th</sup> June 2022

Approving committee: Full Council

Date of committee meeting: 28<sup>th</sup> June 2022

Policy version reference: V1

Supersedes: N/A

Policy effective from: 28/6/22

Date for next review: June 2023