



1. Purpose Mynnas

This policy sets out how Chacewater Parish Council manages its documents and records to ensure:

- compliance with legal and regulatory requirements;
- efficient retrieval of information;
- secure storage and disposal of records; and
- transparency and accountability.

2. Scope Skop

This policy applies to:

- all Councillors;
- the Clerk and any employees; and
- all records created, received, or held by the Parish Council.

3. Responsibilities Omgemeryansow

4. Clerk (Proper Officer) Klorek (Sodhek Ewn)

The Clerk is responsible for:

- day-to-day document and records management;
- ensuring compliance with this policy;
- maintaining filing systems; and
- overseeing retention and disposal.

5. Councillors Konseloryon

Councillors must:

- follow this policy when handling Parish Council documents;
- ensure Parish Council-related emails and records are retained appropriately; and
- not store Parish Council data insecurely.

6. Document classification Klassans skrifow

Documents shall be classified as:

- Public – available for public access
- Confidential – restricted due to sensitivity
- Personal Data – subject to data protection laws

Sensitive documents must be clearly marked and handled appropriately.

7. Storage and security Gwithva ha sekerder

8. Physical records Kovadhow gwir

Physical records should be:

- stored in secure, locked cabinets;
- access restricted to authorised persons; and
- protected from damage (fire, water, etc.).



9. Electronic records Kovadhow tredanegek

Electronic records should be:

- stored on secure systems with password protection;
- regularly backed up; and
- protected by antivirus and malware security measures.

Use of personal devices must comply with Parish Council security requirements as outlined in the IT Policy.

10. Email management Menystrans ebost

In line with the Email Usage Policy:

- Parish Council business should be conducted via official email accounts only;
- emails relating to Parish Council business are Parish Council records; and
- important emails must be saved into the Parish Council's filing system.

11. Retention of documents Gwith a skrifow

The Parish Council shall retain documents in accordance with recommended retention periods, as follows:

Document type	Retention period
Minutes	Permanent
Financial records	6 years
Contracts	6 years after end
Staff records	6 years after employment
Planning documents	6 years

A full retention schedule should be maintained by the Clerk.

12. Disposal of documents Dileans a skrifow

Documents must be disposed of securely:

- Paper: shredded or securely destroyed.
- Electronic: permanently deleted.

Confidential information must not be disposed of via general waste.

A record of disposal should be maintained where appropriate.

13. Data protection Difresyans manylyon

The Parish Council will comply with the:

- UK General Data Protection Regulations (GDPR); and
- Data Protection Act 2018.

This includes:

- lawful processing of personal data;
- data minimisation;
- secure storage; and
- respecting individuals' rights.



14. Freedom of information Rydhses a kedhlow

The Parish Council will:

- respond to requests under the Freedom of Information Act within 20 working days; and
- maintain records in a way that facilitates disclosure where appropriate.

15. Version control Routyans versyonow

Documents must include version numbers and dates.

Superseded documents should be archived.

Only current versions should be in active use.

16. Archiving Gwitha kovskrif

Historical records of long-term value shall be archived, and submitted to Kresen Kernow where appropriate.

Archives must be secure and accessible when required.

17. Breach management Menystrans torrvaow

Any loss, misuse, or breach of documents must be:

- reported immediately to the Clerk;
- investigated and recorded; and
- reported where required under data protection law.

18. Review Daswel

This policy will be reviewed:

- annually; or
- following changes in legislation or guidance.