

Kirkby Stephen Town Council

Documents & Records Management Policy

Information is stored by the Council in a variety of ways including electronic storage and printed copies. Records/documents are stored in an appropriate manner to enable the Council to manage and retrieve information as required. The Town Council computer is password protected.

It is the Council's policy to adhere to statutory requirements for retaining records for;
Financial Officer's books (six years)
Financial and loan statements (six years)
Council Minutes are kept indefinitely.

All other information will be retained as long as considered useful and relevant. Redundant or obsolete information will be disposed of by the most appropriate method taking into consideration the nature of the information and format it is held in.

This policy was accepted by the Town Council at its meeting on 201 and will be reviewed on an annual basis.

Signed.....
Chairman