

Subject: Retention and Disposal Policy
Guidelines and Schedule –
Updated Version

Status: For Publication

Report to: Cabinet

Date: 25th November 2009

Report of:
Director of Business

Portfolio

Holder: Cllr Brian Essex

Key Decision: No

Forward Plan General Exception Special Urgency

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of updates to the Council's Retention and Disposal Policy Guidelines and Schedule.
- 1.2 To request that Cabinet adopts the updated version of the Retention and Disposal Guidelines and Schedule with immediate effect.

2. CORPORATE PRIORITIES

- 2.1 The matters discussed in this report impact directly on the following corporate priorities:-
- Delivering quality Services to our customers
 - Providing value for money services

3. RISK ASSESSMENT IMPLICATIONS

- 3.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:
- Not to adopt the updated Retention and Disposal Guidelines and Schedule would mean that the Council would be working to an outdated Policy with the result that the Council's record management procedures would be inaccurate.

4. BACKGROUND AND OPTIONS

- 4.1 Rossendale Borough Council adopted a Retention and Disposal Policy on 16th December 2004.
- 4.2 The Policy sets out the procedure by which records are managed whether externally or internally generated and in any format or media type, from their inception/receipt, all the way through to their disposal. The policy links to the areas of Data Protection, Freedom of Information and the Local Government Act.
- 4.3 The retention period of some documents may be governed by statute while for other documents the retention period will be a matter of common practice.
- 4.4 Following consultation with Heads of Service and Managers, it was considered that some aspects of the Policy were now out of date and therefore updates and amendments have been made to the Policy.
- 4.5 The updated Version of the Policy is attached to this report. The main updates are:-
- Changes in election legislation.
 - The electronic storage of records.
 - Changes in storage of financial information.

COMMENTS FROM STATUTORY OFFICERS:

5. SECTION 151 OFFICER

- 5.1 There are no material financial implications arising from the report.

6. MONITORING OFFICER

- 6.1 There are no legal implications arising from this report.

7. HEAD OF PEOPLE AND POLICY (ON BEHALF OF THE HEAD OF PAID SERVICE)

- 7.1 The Policy will go to the Corporate Policy Steering Group for feedback.

8. CONCLUSION

- 8.1 In order to promote better records management and to ensure that the Policy includes accurate information, the Council should adopt the updated Policy.

9. RECOMMENDATION(S)

- 9.1 That Cabinet approves and adopts the updated Retention and Disposal Guidelines and Schedule.

9.2 All future minor amendments to the Policy to be delegated to the Director of Business in consultation with the Portfolio Holder.

10. CONSULTATION CARRIED OUT

10.1 Heads of Service and Managers were consulted to provide any necessary updates to the Policy.

11. COMMUNITY IMPACT ASSESSMENT

Is a Community Impact Assessment required No

Is a Community Impact Assessment attached No

12. BIODIVERSITY IMPACT ASSESSMENT

Is a Biodiversity Impact Assessment required No

Is a Biodiversity Impact Assessment attached No

Contact Officer	
Name	Clare Birtwistle
Position	Assistant Head of Legal Services
Service / Team	Legal
Telephone	01706 252438
Email address	clarebirtwistle@rossendalebc.gov.uk

Either

Background Papers	
Document	Place of Inspection
Updated Retention and Disposal Policy A version showing the tracked changes will be available at the meeting.	Attached