



MILLOM TOWN COUNCIL

RECORDS MANAGEMENT POLICY & DOCUMENT DISPOSAL LOG

Adopted: 27th May 2026 Review Date: May 2031

RECORDS MANAGEMENT POLICY:

PURPOSE:

This Records Management Policy establishes a structured approach to the creation, storage, maintenance, retrieval, retention and disposal of records held by Millom Town Council. It ensures that:

Records are accurate, accessible and secure

Legal, regulatory and audit requirements are met

Personal data is managed in compliance with UK GDPR

Historical and community-value records are preserved

Information is disposed of responsibly when no longer required

SCOPE:

This policy applies to:

All records created, received or maintained by the Council

All formats, including paper, electronic files, emails, photographs and digital media

All councillors, employees, contractors and volunteers handling Council information

DEFINITIONS:

Record: Any information created, received or maintained as evidence of Council activities

Record Management: The systematic control of records throughout their lifecycle

Lifecycle: Creation -> Use -> Storage -> Retention -> Disposal or Archive

PRINCIPLES OF RECORDS MANAGEMENT:

Millom Town Council will ensure that all records are:

Authentic:

Records must accurately reflect the transactions, decisions and activities of the Council

Reliable:

Records must be complete and trustworthy

Accessible:

Records must be stored so they can be retrieved when needed

Secure:

Records must be protected from loss, damage,
unauthorised access or alteration

Managed According to Lifecycle:

All records must be retained only as long as necessary and disposed of securely

ROLES AND RESPONSIBILITIES:

Town Clerk:

The clerk is responsible for:

Implementing this policy

Maintaining filing and archiving systems

Ensuring secure storage of paper and electronic records

Conducting annual review of records

Managing the disposal process and maintaining the Disposal Log

Ensuring compliance with data protection legislation

Councillors and Staff:

All councillors and staff must:

Follow this policy when creating or handling records

Ensure records are stored securely

Not remove original documents without logging them out

Report any loss or breach of records immediately

CREATION & CLASSIFICATION OF RECORDS:

Records must be created promptly and accurately

Records should be clearly titled and dated

Electronic files must be stored in the correct Council folders

Emails containing important information must be saved into the Council's filing system

STORAGE OF RECORDS:

Paper Records:

Stored in locked cabinets or secure archive areas

Access restricted to authorised personnel

Electronic Records:

Stored on secure Council systems with appropriate access controls

Regularly backed up

Protected by passwords and security protocols

RETENTION OF RECORDS:

Retention periods are set out in the Council's **Retention of Documents Policy**. Records must not be kept longer than necessary.

DISPOSAL OF RECORDS:

When records reach the end of their retention period:

Paper records must be shredded or securely destroyed

Electronic records

must be permanently deleted

Disposal must be recorded in the

Document Disposal Log

Confidential waste must be handled by an approved contractor

ARCHIVING:

Records of historical, legal or community value will be preserved permanently.

Archived records must be:

Clearly labelled

Indexed

Stored securely

Accessible for reference

All archived documents are transferred to the Whitehaven Archive Office for long-term safe keeping and preservation. The Town Clerk is responsible for preparing, cataloguing and arranging the transfer of records in accordance with the Archive Office's accession procedures.

DATA PROTECTION:

The Council will comply with:

UK GDPR

Data Protection Act 2018

The Council's Data Policy

REVIEW OF POLICY:

This policy will be reviewed every **5-years** or earlier if:

Legislation changes

Audit requirements change

Improvements to records management are identif

ied

Signed: Chair Dated: 27th May 2026