

Information Management Guidelines:

Finance

Central Information Team
Version 2.2 Draft



North Tyneside Council

DOCUMENT CONTROL SHEET

Document Title: Information Management Guidelines: Finance

Revision History

Issue Number	Date	Reason for issue
1.0	Dec 2006	New guidelines replacing '2004 Retention Policy'
2.0	June 2011	Updated guidelines replacing 2006 North Tyneside Council: Retention Guidelines.
2.1	November 2014	Clarification of the retention period for ERDF grants records
2.2	July 2016	Updated guidelines replacing 2014 North Tyneside Council: Retention Guidelines.

Document Authorisation

Issue Number	Date	Group
1.0	Dec 2006	Rob Worrall, Head of Policy and Performance
2.0	June 2011	Fiona Rooney, Strategic Director: Finance and Resources
2.1	November 2014	Janice Gillespie Strategic Manager Finance
2.2	July 2016	Janice Gillespie Head of Finance

DISTRIBUTION LIST

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1.0	All staff via intranet
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2.1	All staff via intranet
2.2	All staff via intranet

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Class / Activity	Scope Notes	Retention action	Rationale
10 Finance			
10.1 Account - balance and reconciliation	Activities involved in the reconciliation of accounts	Destroy 7 years after administrative use is concluded	LGCS (2007) refers to 7.6, which states common practice
10.2 Asset lists	Overall list of assets	Permanent - offer to archivist	LGCS (2007) refers back to RGLA (2003) 7.24, which states common practice
10.3 Assets – Reviews and reports	Reports and reviews of assets	Destroy - 2 years after use is concluded	LGCS (2007) refers back to RGLA (2003) 7.26, which states common practice
10.4 Assets - Maintaining	Monitoring & management of assets	Destroy - 7 years after last action	LGCS (2007) refers back to RGLA (2003) 7.25, 7.27 and 7.28, which state common practice
10.5 Benefits and subsidies	Activities involved in the administration of benefits payments	Destroy 7 years after last action	RGLA (2003) 7.22, which states common practice.
10.6 Borrowing - loans	Activities relating to the borrowing of money by the authority. Includes mortgages	Destroy - 7 years after the loan has been repaid	LGCS (2007) refers back to RGLA (2003) 7.14 which states statutory

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10.7 Borrowing summary	Summary management of loans	Destroy 7 years after administrative use is concluded	NTC practice
10.8 Budget - annual	The process of finalising local authorities' annual budget. Includes allocation of budget to administrative units within the authority. For longer term planning, see Strategy and planning	Permanent - offer to archivist. Only the final version of the annual budget needs to be kept	LGCS (2007) refers back to RGLA (2003) 7.11, which states common practice
10.9 Budget - development	Information relating to the development of the budget such as draft budgets, departmental estimates	Destroy 7 years after annual budget adopted	NTC practice
10.10 Budget - reporting	Reporting actual vs. planned revenue and expenditure	Destroy 7 years after administrative use is concluded	NTC practice

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Class / Activity	Scope Notes	Retention action	Rationale
10.11 Business continuity planning	Documentation relating to service / business level business continuity such disaster recovery and business resilience plans	Destroy 7 years after superseded then offer to archivist	NTC practice
10.12 Business rates	Business rates information (other than property valuation)	Destroy 7 years after last action	RGLA (2003) 7.22, which states common practice.
10.13 Financial auditing	Activities relating to internal or external auditing of the authority	Destroy – maximum of 7 years after the end of the financial year in which the records were created.	LGCS (2007) refers back to RGLA (2003) 7.3, which states common practice
10.14 Grant Management European Funding	Processes and information collected in the management of grants, such as ESF grant records	For ESF 2007-2013 projects, documents will be retained according to the appropriate guidance - until three years after the European Commission makes the final payment for the programme concerned. This will mean that documents will need to be retained until 31st December 2022 at the earliest	NTC practice. Held for audit / inspection purposes. Projects are subject to audit and failure to produce evidence and comply with relevant funding guidance and grant agreements can lead to repayment in part or the entire grant.

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Class / Activity	Scope Notes	Retention action	Rationale
10.15 Grant management European Funding	Processes and information collected in the management of grants, such as ERDF grant records	Must be held at least the length of time agreed for each project. ERDF grants records must be retained until at least 31st December 2025	
10.16 Grant Management European Funding	Processes and information collected regarding European funding	All European Structural and Investment Fund 2014-2020 project documentation will be retained until 31st December 2033.	
10.17 Grants - home improvement small	Grants under £50000 Information required as part of the management of home improvement grants such as agreements, details of payments and correspondence	Destroy 7 years after last payment for grants under £50000.	NTC practice.

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Class / Activity	Scope Notes	Retention action	Rationale
10.18 Grants - home improvement large	Grants over £50000 Information required as part of the management of home improvement grants such as agreements, details of payments and correspondence	For grants over £50000 destroy 12 years after last payment	NTC practice.
10.19 Mortgages - Sealed	Mortgage agreements and correspondence	Destroy after Last payment + 12 years if sealed	
10.20 Mortgages - Signed		Destroy after Last payment + 7 years if signed	
10.21 Private Financial Initiative (PFI)	Sub-contracting the design, building and operation of public services to private sector companies.	Destroy 7 years after the terms of the contract have expired	Requirement for NTC to keep for 7 years post contract for FOI – e-mail from Trowers (02/05/17 via NW) to confirm
10.22 Payroll - National Insurance numbers	Activities involved in collection of NI number such as notification and input records	Destroy 2 years after employee ceases to be an employee	NTC practice

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Class / Activity	Scope Notes	Retention action	Rationale
10.23 Payroll and pensions	<p>Activities involved in the administration of remuneration to staff of the authority. Examples include:</p> <ul style="list-style-type: none"> • Payroll deductions authorities • Employee pay records • Employee tax records • Overtime • Pension records 	Destroy 7 years after the conclusion of the transaction	Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.9
10.24 Receipt, expenditure and write offs	<p>Activities involved in the receipt of money, payment for goods and services and write offs. Includes: -</p> <ul style="list-style-type: none"> • Invoices • Petty cash • Cash books • Expenses claims • Travel and subsistence • Honorariums • Rent 	Destroy 7 years after the conclusion of the transaction	LGCS (2007) refers to Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC

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Class / Activity	Scope Notes	Retention action	Rationale
10.25 Reporting - Annual financial	Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	Permanent - offer to archivist	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.
10.26 Reporting - Periodic financial	Accounting reports. Periodic financial reports: Monthly and quarterly reports	Destroy 7 years after administrative use is concluded.	NTC practice
10.27 Right to Buy	Sales documents and agreements	Destroy 12 years after sale of house. Retain permanently leasehold sales	NTC practice
10.28 Risk assessment	Documentation relating assessing and managing risk.	Destroy 7 years after risk closed	NTC practice
10.29 Strategy financial planning	Activities involved in the long term planning of the authority's financial management. Includes the financial forecast. For annual budget planning, see Budget.	Permanent - offer to archivist after 5 years. If not needed legally permanently- why not set a maximum as 10 years following budget being set	NTC practice

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Class / Activity	Scope Notes	Retention action	Rationale
10.30 Taxation records	Activities involved in managing the payment of taxes by the authority.	Destroy 7 years after the end of the financial year in which the records were created.	LGCS (2007) refers to Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.
10.31 Valuation - other	Valuation of assets other than property.	Destroy - 10 years after valuation was made	LGCS (2007) refers back to RGLA (2003) 7.20, which states common practice.
10.32 Valuation - property	Information relating to rateable property and valuations such as Register of Rateable Properties or Valuation lists.	Permanent - offer to archivist (do we need a frequency added to this say 7 years after the last RV, or reset	LGCS (2007) refers back to RGLA (2003) 7.20 and 7.21, which states common practice.
10.33 Pension Valuations	Information relating to the triennial valuation of the North Tyneside element of the Tyne and Wear Pension fund	7 years following end of valuation period	

Information Management Guidelines

1. Introduction

This document covers finance records and information no matter which service holds or uses them.

This retention & disposal schedule has been produced in consultation with departments primarily responsible for the business activities and key stakeholders in the processes to establish the legal and regulatory requirements, and business needs on which record retention and disposal policies are based.

This document is part of framework of policies, procedures and guidelines that aim to ensure the Council manages information and records appropriately.

2. Retention periods

A key part of managing information and records is ensuring that they are retained for as long as necessary. Necessary relates to not only the local use by staff but also relates to: -

- use by other parts of the Council. For example internal audit, insurance and legal activities
- compliance with legal and regulatory obligations and responsibilities placed on the Council as a whole
- accounting for decisions made which affect the public or relate to spending public money

The following tables provide recommended retention periods for document types based on the functions/activities they relate to. They should be read in conjunction with the procedure for reviewing and appraising records.

There are some types of information that do not constitute a record and do not need to be kept at all. For example information that is duplicated, unimportant or only of short-term facilitative value.

This may include:

- 'with compliments' slips
- catalogues and trade journals
- telephone message slips
- non-acceptance of invitations
- trivial electronic mail messages or notes that are not related to official business
- requests for stock information such as maps, plans or advertising material
- out-of-date distribution lists
- working papers which lead to a final report

3. Explanation of headings and terms

Class:

Records relating to an activity or function and their position within the classification scheme.

ICO Employment Practices DP code:

Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002)

<http://www.ico.gov.uk>

LGCS (2007):

2007 Local Government Classification Scheme 2.03, which incorporates retention periods.

Scope Notes:

An explanation of what types of records should fit within the class.

Records:

Records are defined as: -

information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations, or in the transaction of business.

Retention Action:

This entry provides a retention period specifying how long the records should be kept prior to destruction (or transfer to permanent archive), as well as the activity/transaction/event to which the retention period should be tied to (e.g. "destroy 3 years after last action")

Rationale:

This section provides reasons for the retention period.

RGLA (2003):

2003 Retention Guidelines for Local Authorities; A guide produced by the Local Government Group of the Records Management Society.

TNA RDG (guidance number):

The National Archives - Retention and Disposal Guidance

<http://www.nationalarchives.gov.uk/recordsmanagement/retention-disposal-schedules.htm>

4. Independent Inquiry into Child Sexual Abuse

On Thursday 12 March 2015 the Home Secretary established a statutory inquiry under the 2005 Inquiries Act with the aim of conducting an overarching national review of the extent to which institutions in England and Wales have discharged their duty of care to protect children against sexual abuse.

The Inquiry is independent of government. The Chair is Professor Alexis Jay OBE, who is supported by a Panel, Victims and Survivors Consultative Panel, and other expert advisers. The Inquiry will cover England and Wales. A wide range of public institutions will be investigated including local authorities, the police, the armed forces, schools, hospitals, children's homes, churches, and charities.

On 2nd July 2015 the Inquiry wrote to every Chief Executive of a Local Authority in England and Wales, requesting that the organisation :

'retain any and all documents; correspondence; notes; emails and all other information – however held – which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care. For the purposes of this appendix, the word "children" relates to any person under the age of 18.'

We must not destroy, and must make available for inspection, all reports; reviews; briefings; minutes; notes and correspondence in relation to:

- allegations (substantiated or not) of individuals, organisations
- institutions, public bodies or otherwise who may have been involved in, or have knowledge of, child sexual abuse, or child sexual exploitation
- allegations (substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in, children
- institutional failures to protect children from sexual abuse or other exploitation
- statutory responsibilities for the care of children in public or private care
- the development of policy on child protection
- the development of legislation on child protection
- the determination of the award of Honours to persons who are now demonstrated to have had a sexual interest in children or are suspected of having had such an interest.

All of these document types – in whatever format – must be “retained pending further requests from the Inquiry”

The instructions received by the Inquiry constitute a legal hold as defined by section 12.3 of the code of practice issued under Section 46 of the Freedom of Information Act. As such all records that fall within the above categories are retained, and not destroyed, until we are directed otherwise.