

REGULATION 14: OTHER COUNCIL ASSETS

- 14.2.1 **IT Systems:** IT system administrators are responsible for maintaining the security of the data held on any system under their control.
- 14.2.2 The Statutory Chief Finance Officer should be notified of any proposals to introduce or change an IT system that affects the recording of financial transactions.
- 14.2.3 **Intellectual Property:** Information, data and methodologies created using Council resources remain the property of the Council, unless otherwise agreed by the appropriate Director.
- 14.2.4 **Document Retention:** Any documents of a financial nature shall be retained for the period stipulated in the Council's Information Disposal Schedule. Where a document is not listed then it should be retained for the minimum periods required for accounting and taxation purposes.
- 14.2.5 **Controlled Stationery:** The Director with responsibility for that service is responsible for ordering and safeguarding stocks of any stationery that has a financial value such as blank cheques, receipt books, rail warrants and parking permits.
- 14.2.6 Appropriate records should be kept to account for the issue and use of the controlled stationery.