

Waltham on the Wolds and Thorpe Arnold Parish Council

Records Management and Retention Policy

INTRODUCTION

This policy contains the recommended retention periods for records created and maintained by the Parish Council and refers to all information regardless of the media in which it is stored. The aim is to provide a consistent approach to the way Council handles its records and to provide a clear set of guidelines. Certain records need to be kept for specific legal, financial or statutory periods. The retention schedule details the function of each record, the type of records that may fall within this function and the length of time the Council should hold the record before taking disposal or archive action.

The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Relationship with existing policies
- Retention Schedule

SCOPE OF THE POLICY

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

RESPONSIBILITIES

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and they are required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner. The Clerk must ensure that the records for which they are responsible are accurate, properly maintained and disposed of in accordance with the Parish Council's records management guidelines.

Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council's records, they should ensure that the Clerk retains a copy for the official record.

Individual Councillors are strongly advised to undertake "weeding" and "housekeeping" on a regular basis. On resigning from the Council, Councillors should delete electronic records they hold and destroy hard copy documents.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of:

- Data Protection Policy
- Publication Scheme

Other legislation and /or regulations, including audit and the Statute of Limitations affecting the Parish Council and their business have also been taken into consideration.

RETENTION SCHEDULE

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule

lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

SCHEDULE

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL
Minutes			
Minutes of Council Meetings	Indefinite	Archive	Original signed paper copies must be kept indefinitely. They may be sent to safe storage with the County Council periodically.
Minutes of Committee meetings	Indefinite	Archive	
Agendas	5 Years	Management	Bin/Delete
Employment			
Contracts	6 years after ceasing employment	Management	Shred
Payroll information	3 years	Management	Shred
Disciplinary Files	6 years after ceasing employment	Management	Shred
Appraisal Records	6 years after ceasing employment	Management	Shred
Finance			
Annual Accounts	Indefinite	Archive	N/A
Annual Audit	Indefinite	Archive	N/A
Budget/Precept	Indefinite	Archive	N/A
Bank Statements	6 years	Audit/Management	Shred
Cheque Book Stubs	Last completed audit	Audit	Shred
Paying-in book Stubs	Last completed audit	Audit	Shred
Quotations and Tenders	6 years	Statute of Limitations Audit	Shred
Paid Invoices	6 years	Audit/VAT	Shred
VAT Records	6 years	VAT	Shred/delete
Salary Records	12 years	Superannuation	Shred/delete
Income Tax and NI records	3 years	Audit	Shred
Scales of Fees and Charges	Until superseded by new charges	Management	Bin
Grant Applications	6 years	Management/Audit	Shred
Members' Allowances register	6 years	Tax, Statute of Limitations	Shred List of documents disposed of will be kept to meet GDPR requirements
Insurance			
Insurance Policies	While valid (but see next 2 rows)	Management	Shred
Insurance Company names and policy numbers	Indefinite	Management	N/A
Certificates for Insurance against liability for employees	40 years from date on which insurance was commenced or renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 Management	Shred
Public Liability Insurance Certificate	40 years from date on which insurance was	Management	Shred

	commenced or renewed		
Insurance Claim Records	7 years after conclusion	Management/Legal	Shred
Play Equipment Inspection reports - RoSPA	21 years	Management	Bin
Health and Safety			
Accident books/records	Date of the accident + 4 years where the injured person is an adult at the time of the accident; date of birth + 22 years where the injured person is a minor at the time of the accident	Statutory	Shred
Risk Assessment	Date the risk assessment superseded + 4 years	Management	Shred
Council and Councillors			
Register of Councillors' Disclosable Pecuniary Interests (DPI)	One year after end of service	Management	Shred
Declarations of Acceptance	Duration of service	Management	Shred
Contact Details	Duration of service	Management	Shred
Register of Electors	Until there is no longer an administrative requirement	Management	Shred
Planning			
Neighbourhood Plan	Indefinite	Historic Purposes	N/A
Plans and consultation documents for planning applications	Duration of application only. All Parish Council decisions in relation to applications are recorded in the minutes.	Management	Shred/Delete
General Management			
Asset Register	Indefinite	Management/Audit	N/A
Title Deeds and Leases	Indefinite	Management/Audit	N/A
Memorial Register Churchyard 1	Indefinite	Management/Legal	N/A
Contracts	6 Years	Management	Shred
Allotment Records	6 Years	Management	Shred/Delete
Correspondence and email messages	Minimum 1 year and then retained for a long as is relevant	Management	Shred/Delete
Complaints	2 years after closure	Management	Shred/Delete
Information Requests	2 years after closure	Management	Shred/Delete
Reports/Newsletters	As long as is useful	Management	Shred/Delete
Public Consultations	5 years	Management	Shred/Delete

An annual review of all documentation should be carried out. Items that have reached their deletion date should be dealt with appropriately. The remainder should be considered for archiving.

This document was adopted by the Council at its meeting held 18th October 2023.

Signed _____ Chair