

WARDEN PARISH COUNCIL

DOCUMENT RETENTION POLICY

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**
- **Relationships 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 he/she is 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.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy

And with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

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.

RETENTION OF DOCUMENTS

DOCUMENT	Minimum retention	Reason
FINANCIAL & ADMINISTRATIVE		
Minute Books	Indefinite	Archive
Scale of fees and charges	6 years	Management
Annual Return	Indefinite	Management
Receipts and payments account(s)	Indefinite	Archive
Receipts books of all kinds	6 years	VAT

Bank statements, including deposit/savings accounts	Last completed audit	Audit
Bank paying-in books	Last completed audit	Audit
Cheque book stubs	Last completed audit	Audit
Quotations & Tenders	6 years	Audit
Paid invoices	6 years	Audit/VAT
VAT records	6 years generally but 20 years for VAT on rents	Audit/VAT
Petty cash, postage and telephone books	6 years	Tax, VAT
Wages books	12 years	Tax
Insurance policy	While valid	Management
Cert of Employers' Liability and public liability	40 years	The Employers' Liability (Compulsory Insurance) Regulations Act 1998 (SI. 2753), Management
Investments	indefinite	Audit
Assets register	indefinite	Audit
Deeds, leases, licences	indefinite	Audit/archive
Playground inspection reports	40 years	Insurance
Members allowance register	6 years	Tax
Applications for co-option	Term of office + 1 year	Management
Declarations of acceptance of office	Term of office + 1 year	Management
Members register of interests	Term of office + 1 year	Management
Employees records	Employment period + 6 years	Tax
Complaints	Resolution + 1 year	Management
Magazines, journals and general information	3 months	Management
Routine correspondence and emails	6 months after relevant issue is completed	Management
Council documents, when updated	6 years	Audit, Management
Risk Assessment	6 years	Audit, Management
PLANNING PAPERS		
Where planning permission granted	Until development completed	Management
Where planning permission granted on appeal	Appeal decision indefinitely	Management
Where planning permission is refused	Until period in which appeal can be made has expired	Management
ALLOTMENTS		
Register and plans	Indefinite	Audit, Management
DOCUMENTATION FOR LEGAL PURPOSES		

Negligence	6 yrs.	Limitation Act 1980 (as amended)
Defamation	1 yr.	Limitation Act 1980 (as amended)
Contract	6 yrs.	Limitation Act 1980 (as amended)
Sums recoverable	6 yrs.	Limitation Act 1980 (as amended)
Leases	12 yrs.	Limitation Act 1980 (as amended)
Personal injury	3 yrs.	Limitation Act 1980 (as amended)
To recover land	12 yrs.	Limitation Act 1980 (as amended)
Rent	6 yrs.	Limitation Act 1980 (as amended)
Breach of Trust	None	Limitation Act 1980 (as amended)