**EDLINGHAM 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

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| --- | --- | --- |
| **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 |
| Members allowance register | 6 years | Tax |
| 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** |  |  |
| 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 |

ADOPTED: NOVEMBER 2018