

Cadeby Parish Council

RETENTION OF DOCUMENTS POLICY

Introduction

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
Retention Schedule
Disposal of records

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. A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

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. 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.

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.

Adopted by Council 10th September 2020. Ref: 1028/20

Reviewed: May 21; May 22

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Retention of Documents Schedule

This retention schedule refers to record series regardless of the media in which they are stored

Document	Minimum Retention	Reason
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Returns	Indefinite	Archive
Bank Statements	Last completed audit year	Audit
Bank Paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations & Tenders	6 years	Limitation Act 1980
Paid Invoices	6 years	VAT
VAT records	6 years	VAT
Payroll records	12years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753).
Assets register	Indefinite	Audit, Management
Investments	Indefinite	Audit, Management

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Title deeds; leases; agreements; contracts	Indefinite	Audit, Management
Document	Minimum Retention Period	Reason
Declarations of acceptance	Term of Office	Management
Members register of interest	Term of Office	Management
Complaints	1 year following resolution	Management

Planning Applications

All planning applications and relevant decision notices are available at Hinckley & Bosworth Borough Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Authorities minutes which are retained indefinitely.

Disposal procedures

All hard copy documents that are no longer required for administrative reasons should be shredded and disposed of. All electronic documents that are no longer required for administrative reasons should be deleted.