

# Pebworth Parish Council

## RETENTION OF DOCUMENTS & RECORDS MANAGEMENT POLICY

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Pebworth 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

### **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 this policy is the Clerk.

The responsible personnel will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

### **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.

Individual employees are expected to manage the current record keeping system using the retention schedule taking account of the different retention periods when creating new record keeping systems.

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

Document	Minimum Retention Period	Reason	Disposal
Signed minutes of council meetings (Hard copy)	Indefinite	Archive	Original signed paper copies of Council minutes must be kept indefinitely in safe storage. Ideally at regular intervals they should be archived and deposited with Higher Authority, if available.
Scale of fees and charges	6 years	Management	Confidential waste
Receipt & payment accounts (hard copy)	6 years	Limitation Act 1980 (as amended)	Confidential waste
Receipt books of all kinds	6 years	VAT	Waste disposal
Bank statements inc deposit/savings a/cs	Last completed audit year	Audit	Confidential waste
Bank paying in books	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste
Paid invoices	6 years	VAT	Confidential waste
Payments	6 years	Limitation Act 1980 (as amended)	Confidential waste
VAT records	6 years	VAT	Confidential waste
Payroll records	12 years	Superannuation	Confidential waste
Insurance policies	While valid	Management	Waste disposal
Certificates for insurance against liability for employees	40 years from date from when insce commenced or was renewed	The Employer's Liability (Compulsory Insce) Regulations 1988 (SI. 2753), Management	Waste disposal
Investments	Indefinite	Audit, Management	N/A

Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members allowances register	6 years	Tax, VAT, Limitation Act (as amended)	Confidential waste
<b>Health &amp; Safety</b>			
Accident books	25 years from closure	Management	Confidential waste
Equipment Inspection records	25 years	Management	Confidential waste
Premises Inspection records	25 years	Management	Confidential waste
Risk assessment	3 years from last assessment	Management	Confidential waste
<b>Members</b>			
Register of members interests	18 mths after individual ceases to be a Member	Management	Confidential waste
<b>Miscellaneous</b>			
Complaints	5 years after closure of case	Management	Confidential waste
Press releases	5 years	Management	Waste disposal
Public consultation - survey & returns	5 years	Management	Confidential waste
Register of Officer interests	Indefinite	Management	N/A
Reports, newsletter etc	Retain as long as useful	Management	Waste disposal
Parish Council Newsletter	As long as wish	Management	Waste disposal
<b>Planning</b>			
Planning applications where granted, plans & decision letters	Paper copy - discard within 12 mths Electronic copy - until development completed	Planning and enforcement	Waste disposal
Appeal decision notice	Until development completed, maybe longer as may set a precedent	Planning and enforcement	Waste disposal
Planning applications where refused, plans and decision letters	Until period in which appeal can be made expires	Planning and enforcement	Waste disposal
Structure plans, Local Plans & similar documents	As long as in force	Planning and enforcement	Waste disposal

<b>Documentation for Legal Purposes (unless extended)</b>			
Negligence	6 years	Limitation Act 1980 (as amended)	Confidential waste
Defamation	1 year	Limitation Act 1980 (as amended)	Confidential waste
Contract	12 years	Limitation Act 1980 (as amended)	Confidential waste
Sums recoverable	6 years	Limitation Act 1980 (as amended)	Confidential waste
Leases	12 years	Limitation Act 1980 (as amended)	Confidential waste
Personal injury	3 years	Limitation Act 1980 (as amended)	Confidential waste
To recover land	12 years	Limitation Act 1980 (as amended)	Confidential waste
Rent	6 years	Limitation Act 1980 (as amended)	Confidential waste
Breach of Trust	None	Limitation Act 1980 (as amended)	Confidential waste