**ALDERTON PARISH COUNCIL**

**DOCUMENT RETENTION POLICY**

Adopted: 17.7.18

Reviewed annually

Next review: July 2021

**1. Introduction**

|  |  |
| --- | --- |
| a) | Alderton 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. |
| b) | This document provides the policy framework through which this effective management can be achieved and audited. |
| c) | It covers: |
|  | i) | Scope |
|  | ii)iii) | ResponsibilitiesRelationships with existing policies |
|  | iv) | Retention Schedule |

**2. Scope of the Policy**

|  |  |
| --- | --- |
| a) | 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. |
| b) | A small percentage of the Parish Council’s records will be selected for permanent preservation as part of the Parish Council’s archives and for historical research. |

**3. Responsibilities**

|  |  |
| --- | --- |
| a) | Alderton Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. |
| b) | The person with overall responsibility for the implementation of this policy is the Clerk, and they are required to manage the Parish 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. |

|  |  |
| --- | --- |
| **4.** | **Relationship with existing policies**  |
|  | This policy has been drawn up within the context of: |
|  | • Freedom of Information policy |
|  | • Data Protection policy/Publication Scheme |
|  | And with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council. |

**5. Retention Schedule**

|  |  |
| --- | --- |
| a) | 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. |
| b) | 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. |
| c) | The retention schedule is detailed below. |

|  |  |
| --- | --- |
| **6.** | **Storage and Access** |
|  | Information is kept in securely lockable, non-portable cabinets with access strictly controlled and limited to the Parish Clerk. |
| **Document** | **Minimum Retention** | **Reason** |
| Statutory, Financial and Corporate |
| Minute Books | Indefinite | Archive |
| Annual Accounts (including cashbooks) | Indefinite | Archive |
| Annual Return | Indefinite  | Archive |
| Bank statements | 6 years | Audit/management |
| Cheque Book stubs | Last completed audit | Management |
| Receipt books of all kinds | 6 years | Management |
| Paying in books | Last completed audit | Management |
| Scales of fees and charges | 6 years | Management |
| Changing Facility hire (application forms/record of hires) | 6 years | Audit/management |
| Quotations and tenders | 6 years | Audit/Limitation Act 1980 (as amended) |
| Paid invoices | 6 years | Audit/VAT |
| VAT records | 6 years | VAT |
| Salary records | 12 years | Audit/Pension, NI & HMRC |
| Insurance policies & record of policies held maintained | Whilst valid | Audit/management |
| Certificate for insurance against liability for employees | 40 years | Audit/management/legal The Employers Liability (Compulsory Insurance) Regulations 1998) |
| Playground Inspection Reports | 40 years | Management/Insurance |
| Asset Register | Indefinite | Audit/management |
| Title Deeds, Leases, Agreements, Contracts | Indefinite | Audit/management |
| Maps, plans and surveys of property owned by the Council  | Indefinite | Management |
| Allotments |
| Plans | Indefinite | Audit/management |
| Tenancy agreements | For tenancy duration  | Management |
| Rent receipts | For tenancy duration  | Audit/management |
| Employee Records |
| Application formsContracts of EmploymentRoutine employee documentation | 6 years from date of leaving (past employees)All documentation (current employees) | Personal injury claims, tribunal claims |
| Recruitment Records |
| Application formsCV’sInterview notesSupporting documents | 6 months (from date of appointment) | Discrimination claim from applicants |
| Other Documentation |
| Declaration of acceptance | 2 years from end of term of office | Management/Legal |
| Members Register of Interests forms | 2 years from end of term of office | Management/Legal |
| Complaints | 1 year | Management |
| Routine correspondence and papers | End of administrative use | Management |
| Correspondence and papers on important local issues or activities | End of administrative use/indefinite | Management/Archive |
| Reports, guides, handbooks etc received from other organisations | End of administrative use | Management |
| Elections |
| Nomination forms for candidates for election to the Parish/Town council | 6 months from close of poll | Management |
| Register of electors | End of administrative use | Management |
| Contractors |
| Insurance | Current plus 1 year | Legal |

**Planning Papers**

• Permission Granted - All papers retained until the development has been completed to allow the Council to check that the development proceeds in accordance with the terms of the permission.

• Permission Refused - All papers should be retained until the period in which an appeal can be made has expired. If a resulting appeal is dismissed, the documentation should be retained in case further applications relating to the same site result.

• Appeal decisions - These should be retained indefinitely as it may be required should there be longer term implications, eg the decision creates a precedent for other developments in the locality.

• Structure Plans and Local Plans - These should be retained as long as in force.

**Disposal Procedures**

All documents that are no longer required for administrative purposes will be shredded and disposed of.