

ALDERTON PARISH COUNCIL

DOCUMENT RETENTION POLICY

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) Responsibilities
 - iii) Relationships 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 forms Contracts of Employment Routine employee documentation	6 years from date of leaving (past employees) All documentation (current employees)	Personal injury claims, tribunal claims

Recruitment Records		
Application forms CV's Interview notes Supporting 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.