

WOLVEY PARISH COUNCIL

RETENTION OF DOCUMENTS POLICY

Adopted at the Council meeting held on 17th February, 2014

Wolvey 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.

The person with overall responsibility for the implementation of this policy is the Clerk to the Council, who 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.

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.

OBJECTIVES

- To meet requirements under the Data Protection, Freedom of Information Act and Environmental Information Regulations
- To prevent premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements
- To provide consistency in the destruction of records

DESTRUCTION

- Backup copies stored on alternative media must be destroyed at the same time
- Whenever there is a possibility of litigation, the records and information should not be amended or disposed of until the threat of litigation has been removed
- Confidential or sensitive data **must** be shredded. All other documents should also be shredded.
- Records which are duplicated, unimportant or only of a short-term value should be destroyed in the normal course of business
- Documents to be destroyed, in accordance with this policy, on an annual basis.

RETENTION

- 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.
- Audit of information held to be made on a regular basis ,at least every year

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.

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON
FINANCIAL RECORDS		
Receipts and Payment Ledger/spreadsheets	Indefinitely.	Archive
Receipt books of all kind	6 years	VAT
Paid Invoices	6 years	Retain for VAT purposes. Limitation Act 1980 (as amended)
Bank Reconciliation	Quarterly statement kept with minutes	Minute record
Bank Statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Cheque lists	Last completed audit year	Consistency
Returned/cancelled cheques	Last completed audit year	Consistency
VAT records	6 years	VAT
Budget	6 years (electronic/hard copies filed within Minutes)	Reference
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Audited Annual Return	Indefinitely	Archive as per External Auditors
Other Audit documentation incl. correspondence	6 years	As per External Auditors
Investments	Indefinite	Audit, Management
Scales of fees and charges	6 years	Management
INSURANCE RECORDS		
Certificate of Employers' Liability Insurance	40 years from date on which insurance commenced or was renewed	Although no longer a legal requirement the insurers/legal advisers say 40 years still advisable.
Insurance Documentation including	3 years	Audit, Management

policies		
Insurance Claims (public/employer's liability)	6 years	Recorded information
PAYROLL RECORDS		
Salary records	6 years	Tax
Tax and NI Records (including P11 and P35)	6 years	Tax claims (<i>HMRC changing to 4 from 2012</i>)
Tax code notifications	6 years	Consistency
Timesheets/Overtime Records	Last completed audit year	Audit
PERSONNEL ADMINISTRATION		
Employee letters of appointment	6 years after departure from employment	Consistency
Employee contracts	6 years after departure from employment	Consistency
All other records	6 years after departure from employment	Consistency
RECRUITMENT		
Selection of an individual/interview record	1 year	Reference
Unsuccessful Applicants' Employment Application forms/references	1 year	Reference
LEGAL DOCUMENTATION		
Deeds, conveyances and other legal documentation relating to ownership ie Title Deeds and leases.	Indefinitely	Audit, Management. Limitation Act 1980. Lodged with Solicitors
Trust deeds and schemes	Indefinitely	Audit, Management. Limitation Act 1980. Lodged with Solicitors
Contracts not executed as a Deed	6 years	Limitation Act 1980 (as amended)
Any documentation which may be subject to legal action. (Where item falls into more than one category retain for longest period stated)	Retain until the threat of litigation has been removed. Minimum periods for retention: Negligence – 6 yrs; Defamation – 1 yr; Sums recoverable by statute – 6 yrs; Personal injury – 3 yrs; to recover land – 12 yrs; rent – 6 years.	Limitation Act 1980 (as amended)
ADMINISTRATION RECORDS		
Minute books	Indefinite	Archive
Draft documents	Destroy once the final version of the document has been approved, unless required as a record of the development of a policy initiative	Management
Hand written notes taken by clerk with a view to producing minutes	Destroy once the minutes have been approved as correct and a true record	For clarification at following meeting
Reports	6 years after closure of file	Consistency
Asset Register	Current and last completed audit version	Audit and Management
Emails	To be dealt with in the same way as manual records. Destroy routine/trivial	Management

	emails and those where hard copies have been taken	
Historical Records (manual and electronically held)	Archive after 20 years.	Public Records Act 1958. Archive
Personal Data	Kept for no longer than is necessary for the purpose for which it is held	Data Protection Act
Register of Members' Interests	Whilst a member	Publication Scheme
Risk Assessment	Information retained	Reference
Complaints	3 years	Reference
Information from other bodies i.e. County Associations, NALC and other numerous bodies	Retain for as long as useful and relevant	Management
Magazines and Journals	Retain for as long as useful and relevant	Management
FOR HALLS, RECREATION GROUNDS*		
Application to hire, lettings diaries, copies of bills to hirers	6 years	VAT
For Allotments*		
Register and plans	Indefinite	Audit, Management
For Burial grounds*		
Register of fees collected Register of burials Register of purchased graves Register /plan of grave spaces Register of memorials Applications for interment Applications for right to erect memorials Disposal certificates Copy of certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI, 204)
Planning Applications	All planning applications and relevant decision notices are available at Rugby BC planning portal. There is no requirement to retain duplicates locally. All Parish Council comments in connection with these applications are recorded in the Council Minutes and retained indefinitely	

*Not relevant to Wolvey Parish Council