

LITTON PARISH COUNCIL

RECORDS MANAGEMENT & RETENTION POLICY

Litton 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.

This policy applies to all records created, received or maintained by the Parish Council while 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; these include the Minutes of the Meetings.

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 to the Parish Council. The Clerk is responsible for records management, will give guidance for good records management practice, and will promote compliance with this policy so that information can be retrieved easily, appropriately and timely. Councillors must ensure that records which they create and are responsible for are accurate, maintained and disposed of in accordance with the Parish Council's records management guidelines.

This policy has been drawn up within the context of the Freedom of Information policy, Data Protection guidelines, and with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule. The retention schedule lays down the length of time which a record needs to be retained and the action which should be taken when it is of no further administrative use. The Clerk and Councillors are expected to manage their record keeping systems in accordance with the retention schedule. The retention schedule applies regardless of the type of media the record is created in.

PLANNING PAPERS

Permission Granted. Planning Applications received for comment be disposed of after approval has been given by the Planning Authority – unless a specific reason exists ie controversial local issue etc.

Permission Refused. Planning Applications should be retained at the discretion of the Clerk (and only for two years).

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

Document Category	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank statements	6 years after end of financial year	Audit
Cheque book stubs	6 years after end of financial year	Audit
Paid invoices	6 years after end of financial year	VAT
Paid cheques	6 years after end of financial year	Limitation Act 1980
Payroll records	3 years after end of financial year	HMRC
Petty cash accounts	6 years after end of financial year	Audit
VAT records	6 years after end of financial year	VAT
Quotations and Tenders	12 Years/indefinite	Statute of Limitations
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	50 years after policy end	Legal requirement
Certificates for Public Liability	21 years after policy end	Legal requirement
Insurance claim records	6 years after policy end	Management
Health and Safety		
	6 years after settlement but not before claimant reaches 24 years	Legal requirement
Playground inspection reports	21 years	Possible claim
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management

General Management		
Investment	Indefinite	Audit
Title Deeds, leases	Indefinite	Audit
Members allowances	6 years	Statute of Limitations
Sound recordings	1 year	Management
General correspondence	6 years/Clerk's discretion	Management
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
Members GDPR Security Compliance Form	Duration of membership	Management

For Burial Grounds

Document	Minimum Retention Period
Register of fees collected	Indefinite – Legal requirement
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 certificates of grant of exclusive right of burial	

There are no firm guidelines for the retention of general correspondence. However, an annual review of all documentation should be carried out with ephemeral items marked for destruction and the remainder being considered for archiving or transfer to the County Record Office as appropriate.

Paper documents for destruction will be shredded. Electronic documents for destruction will be electronically deleted, and then immediately deleted from any 'recycle bins.'

Date Approved: 21st May 2018