

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.

LITTON PARISH COUNCIL RETENTION SCHEDULE

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

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, Wages books	12 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
Timesheets	3 years	Personal Injury
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	Last completed audit year	VAT
Paid cheques	Last completed audit year	Limitation Act 1980
Payroll records	6 years	HMRC
Petty cash, postage and telephone books	Last completed audit year	Tax, VAT, Limitation Act 1980 (as amended)
VAT records	6 years	VAT
VAT on rents	20 years	VAT
Investments	Indefinite	Audit and Management
Title deeds, leases, agreements, contracts	Indefinite	Audit and Management
Quotations and Tenders	6 years	Limitation Act 1980
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	Indefinitely	Employers' Liability (Compulsory Insurance) Regs 1998/ Future Claims
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management

Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
General Management		
Councillors contact details	Duration of membership	Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
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:		
Register of fees collected, register of burials, register of purchased graves, register/ plan of grave spaces, register of memorials, applications for internment, applications for right to erect memorials, disposal certificates, and copy certificates of grant of exclusive right of burial	Indefinite	Archives and Local Authorities Cemeteries Order 1977 (SI.204)

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 Reviewed: 20th May 2025