

Clifford Parish Council

RECORDS MANAGEMENT & RETENTION POLICY

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.

Responsibilities

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.

Relationship with existing policies

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

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record 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.

Disposal of Records

Under the Data Protection Act, the Parish Council is required to dispose of records in ways which ensure the confidentiality of the contents so as not to risk reputational, commercial or competitive damage to the Council and any individuals named in the records. Sensitive paper records should be shredded or disposed of using a certificated secure waste disposal company. Electronic records should be fully deleted from the hard drive or memory stick.

RETENTION OF DOCUMENTS

Minimum Retention Period	
Minute Books	Indefinite
Scale of Fees and Charges	5 Years
Receipt and Payment a/c	Indefinite
Annual Return	Indefinite
Receipt Books	7 years
Bank Statements	Last completed Audit
Bank Paying in Books	Last completed Audit
Cheque Books Stubs	Last completed Audit
Quotations and Tenders	12 years
Paid Invoices	7 years
VAT records	7 years
Salary Records	12 years
Insurance policies	While valid
Insurance Policy Certificates	40 years
Title deeds, leases, agreements, contracts	Indefinite
Structure Plans and Local Plans	Indefinite
Planning Applications for major development	Indefinite
Planning Applications for minor development	10 years
Magazines, journals and general information	Whilst they are useful and relevant
Correspondence	According to content