



Records Retention Policy

Barlestone 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 policy provides a framework through which this effective management and retention of public records can be achieved and properly audited.

It covers

- 1 Scope
- 2 Responsibilities
- 3 Retention Schedule

1 **Scope**

This policy applies to all records created, received or maintained by the Parish Council

Records are defined as all those documents which relate to the business carried out by the Parish Council and which are thereafter retained (or a set period) to provide evidence of its communications, transactions and activities. These records may be created, received or maintained in hard copy or electronically. Some of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research. Historically these include the Minutes of Meetings.

2 **Responsibilities**

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory requirements. The Person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council along with the Responsible Financial Officer and are 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. The Clerk and RFO must ensure that the records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council's records, they should ensure that the Clerk retain a copy for the official record. Individual Councillors are strongly advised to undertake 'weeding' and 'housekeeping' on a regular basis. On resigning from the Council Councillors should delete electronic records they hold and destroy hard copy documents. Councillors should be aware that records that they hold may be subject to the provisions of the Data Protection Act 1998; the Freedom of Information Act 2000 and the Environmental Information Regulations 2004

3 **Retention Schedule**

Under the Freedom of Information Act 2000 the Parish Council is required to maintain a retention schedule listing the types of records which it creates or holds in the course of its business. The retention schedule lays down the length of time which the record needs to be retained for and the action which should be taken when it is of no further administrative use.

The Clerk & RFO are 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.

The retention schedule refers to all the Parish Council's records, irrespective of the media in which they are stored.

Please see the Retention Schedule at Appendix 1

Document	Minimum Retention	Reason
Minute/Minute Books	Indefinite	Archive
Correspondence	Indefinite	Archive
Local Issues/Activities	Indefinite	Archive
Routine Correspondence Papers	1 year	Management
Emails	End of useful life	Management
Receipt & Payment Books	Indefinite	Archive
Annual Return & Audited Accts	6 years	Management
Correspondence relation to Audit	Last Completed Audit	Audit
Cheque Book Stubs	Last Completed Audit	Audit
Paying in Books	Last Completed Audit	Audit
Budgetary Control Papers	2 years+ current year	Audit
Bank Statements	Last Completed Audit	Audit
Quotations	6 years	Audit
Paid Invoices	6 years	Audit/VAT
VAT Records	6 years	Audit/VAT
Salary Records	6 years + current	HMRC
Tax & NI records	6 years + current	HMRC
Insurance Policies	Whilst Valid	Management
Cert Employers Liability	6 years	Management
Cert. Public Liability	6 years	Management
Insurance Claim Records	6 years after conclusion	Management
Policy Renewal Records	Whilst Valid	Management
Assets Register	Last Completed Audit	Audit
Deeds	Indefinite	Management
Leases	12 years / lease life	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management

Document	Minimum Retention	Reason
Employment		
Staff contracts	6 years after employment ceased	Management
Staff references	6 years after employment ceased	Management
Application forms (unsuccessful)	6 months	Management
Application forms (successful)	6 years after employment ceased	Management
Disciplinary records	6 years after employment ceased	Management
Staff appraisals	6 years after employment ceased	Management