

## **Great Waltham PARISH COUNCIL**

### **DOCUMENT RETENTION POLICY**

<b>Control</b>			
Adopted	19 <sup>th</sup> February 2018		

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## **1 Introduction**

- a) The 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.
- b) This document provides the policy framework through which this effective management can be achieved and audited.
- c) It covers:
  - i. Scope;
  - ii. Responsibilities; and
  - iii. Retention Schedule.

## **2 Scope of the Policy**

- a) 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.
- b) 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.

## **3 Responsibilities**

- a) The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment.
- b) The person with overall responsibility for the implementation of this policy is the Clerk and 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.

#### **4 Retention Schedule**

- a) 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.
- b) The Clerk is 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. This retention schedule refers to record series regardless of the media in which they are stored.
- c) The retention schedule is attached at Appendix A

#### **5. Appendix A Retention of Documents Schedule**

<b>Document Name</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Signed Minutes	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank Statements	7 years	Audit
Cheque book stubs	Last completed audit	Management
Paying in books	Last completed audit	Management
Successful Quotations and tenders	12 years	Audit
Paid invoices	7 years	Audit
Salary records	7 years	Audit
Insurance policies	40 years	Audit
Certificate of Employers Liability	40 years	Audit
Certificate of Public Liability	40 years	Audit
Assets register	Indefinite	Audit
Deeds, leases	Indefinite	Audit
Declarations of acceptance of office	4 years	Management
Personnel Records	12 years after end of service	Management
Members Register of Interests	4 years	Management
Complaints	1 year	Management
Routine Correspondence	6 months	Management
General Information	3 months	Management

#### **Disposal Procedures**

All documents that are no longer required for administrative reasons should be shredded and disposed of.