

Tendring Parish Council

Document Retention Policy

Prime Objectives

Tendring Parish Council recognises that the efficient management of its records is necessary to comply with legal and regulatory obligations and to allow for its effective management. This policy has been created to detail how the records maintained by the Parish Council are kept and when they should be destroyed.

Scope of the Policy

This policy applies to all records, in all formats created, received, or maintained by the Parish Council. A small percentage of our records will be selected for permanent preservation as part of the council's archives.

Responsibilities

Tendring Parish Council has a corporate responsibility to maintain its records in line with regulatory requirements. The person with overall responsibility for this task is the Parish Clerk.

Retention Schedule

Under the Freedom of Information Act 2000 we are required to maintain a retention schedule which lays down the length of time certain records/documents need to be retained. Tendring Parish Council have adopted a policy in line with the National Association of Local Council's (NALC) legal topic note, LTN40 (Local Councils' documents and records)

This policy should be read in conjunction with the following:

- Freedom of Information Act 2000
- General Data Protection Regulation Policy (GDPR May 2018)

Document	Minimum Retention Period	Reason
Agendas	5 years	Management
Minute books	Indefinite	Archive/historical record
Asset register	Indefinite	Management
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Bank statements including deposit/savings accounts	6 years	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT records	6 years	VAT
Insurance policies	While valid	Management

Certificated for insurance against liability for employees	40 years from the date on which the insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SL2753), Management
Title deeds, leases, agreements, contracts	Indefinite	Audit
Members' allowances register	6 years	Tax, Limitation Act 1980
Planning applications	Retained by Tendring District Council on their planning portal	
Local plans and similar documents	Until they are no longer in force	Management
External magazines, journals, and the like	1 year or for as long as they are useful	Management
Parish/Village Newsletter/Magazine	Indefinite with a copy sent to the British Library	Archive/historical record. The Legal Deposit Libraries Act 2003
Routine correspondence and emails	6 months after relevant issue is completed	Management
Parish Councillors <ul style="list-style-type: none"> - Applications for co-option - Declarations of acceptance of office - Members register of interests 	Term of office + 1 year	Management
Employees' records	Employment period + 6 years	Management
Insurance company names and policy numbers	Indefinite	Management
Information from other bodies ie EALC, NALC etc	Retained if useful	

Approved by Council: January 2023

Policy Review: December 2023