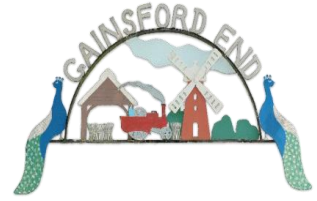




# Toppesfield Parish Council

## Document Retention Policy



### Prime objectives

Toppesfield 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 that are created, received or maintained by the parish council. 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.

### Responsibilities

Toppesfield Parish Council has a corporate responsibility to maintain its records in line with regulatory requirements. The person with overall responsibility for this maintenance is the Parish Clerk with assistance from other members.

### Relationship with existing policies

This policy should be read in conjunction with the parish council's

- Freedom of Information policy
- General data protection regulation policies (GDPR May 2018)

### Retention schedule

Under the Freedom of Information Act 2000, the parish council is required to maintain a retention schedule which lays down the length of time certain record sets need to be retained. Toppesfield Parish Council has adopted a policy in line with the National Association of Local Council's legal topic note LTN40 (Local Councils' documents and records).

<b>Document</b>	<b>Minimum retention period</b>	<b>Reason</b>
Minute books	Indefinite	Archive / historical record
Asset register	Indefinite	Management
Agendas	5 years	Management
Scales of fees and charges	6 years	Management
Accident/incident Reports	20 years	Potential Claims
Receipt and payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposit / savings accounts	Last completed audit year	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 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Payroll	12 years	Superannuation
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 (SI 2753), Management
Park equipment inspection reports	21 years	
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Planning applications	If permission granted, until development completed. If permission refused, until appeal period has expired.  Appeal decisions should be retained indefinitely (may set a precedent for further applications)	Management
Local Development Plans	Retained as long as in force	Reference
Parish/Neighbourhood Plans	Final adopted plans	Historical purposes

This Document Retention Policy was adopted by Toppesfield Parish Council on 16<sup>th</sup> February 2023.

Review date: February 2024

Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant	
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as material in written or other form setting our facts of events or otherwise recording information).
External magazines, journals and the like	1 year or for as long as they are useful	Management
Parish Newsletter	Indefinite with a copy sent to the British Library	The Legal Deposit Libraries Act 2003 Historical/Archive records
Routine correspondence and emails	6 months after relevant issue is completed	Management
Parish Councillors <ul style="list-style-type: none"> <li>• applications for co-option</li> <li>• declarations of acceptance of office</li> <li>• members register of interests</li> </ul>	Term of office + 1 year	Management
Employees records	Employment period + 6 years	Management
<b>Record-Keeping</b>		
To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> <li>• A list of files stored in cabinets will be kept</li> <li>• Electronic files will be saved using relevant file names</li> </ul>	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management

Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.
Negligence	6 years	
Defamation	1 year	
Contract	6 years from expiry or termination	
Leases	12 years from expiry or termination	
Sums recoverable by statute	6 years	
Personal injury	3 years	
To recover land	12 years	
Rent	6 years	
Breach of trust	None	
Trust deeds	Indefinite	