

BURTON GREEN PARISH COUNCIL

DOCUMENT RETENTION POLICY

Burton Green 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 Council. This document provides the policy framework through which this effective management can be achieved and audited.

SCOPE OF THE POLICY

This policy applies to all records created, received or maintained by the Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the 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 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 Council.

The Clerk will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual staff and employees must ensure that records for which they are responsible are accurate, maintained and disposed of in accordance with the Council's records management guidelines.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of the Council's Data Protection policy.

RETENTION SCHEDULE

Under the Freedom of Information Act 2000, Burton Green 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.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum retention period	Reason
Signed minutes of council meetings (Hard copy)	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts (Hard copy)	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

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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
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books/Payroll records	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date from when insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Health and Safety		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection records	25 years	Management
Risk assessment	3 years from last assessment	Management
Members		
Register of members interests	18 months after individual ceases to be a Member	Management
Miscellaneous		
Complaints	5 yrs after closure of case	Management
Press releases	6 years	Management
Public consultation - survey and returns	5 years	Management
Register of Officer interests	Indefinite	Management
Reports, newsletters etc	Retain as long as useful	Management
Parish Council Newsletter	Own copy as long as wish	Management
Documentation for Legal purposes (unless extended)		
Negligence	6 yrs	Limitation Act 1980 (as amended)
Defamation	1 yr	Limitation Act 1980 (as amended)
Contract	6 yrs	Limitation Act 1980 (as amended)
Sums recoverable	6 yrs	Limitation Act 1980 (as amended)
Leases	12 yrs	Limitation Act 1980 (as amended)
Personal injury	3 yrs	Limitation Act 1980 (as amended)
To recover land	12 yrs	Limitation Act 1980 (as amended)
Rent	6 yrs	Limitation Act 1980 (as amended)
Breach of Trust	None	Limitation Act 1980 (as amended)

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Signed (Chair): Cllr McColl

Date: 19th June 2023

Date for next review: June 2024