

LODDON PARISH COUNCIL

RETENTION OF DOCUMENTS POLICY

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.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

Scope

Responsibilities

Retention Schedule

Scope of the Policy

Scope

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.

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

The Parish 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 the implementation of this policy is the Clerk to the Parish Council who 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.

Retention Schedule

Under the Freedom of Information Act 2000, the Town 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.

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. This policy applies to all records created

Retention of Documents

| Document | Minimum Retention | Reason |
|-------------------|--------------------------|------------------|
| Minute Books | Indefinite | Archive |
| Annual Accounts | Indefinite | Archive |
| Annual Return | Indefinite | Archive |
| Bank Statements | 7 years | Audit/management |
| Cheque Book stubs | Last completed audit | Management |

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|-----------------------------|----------------------|-------------|
| Paying in Books | Last completed audit | Management |
| Quotations | 7 years | Audit |
| Paid Invoices | 7 years | Audit/VAT |
| VAT records | 7 years | Audit/VAT |
| Salary records | 7 years | Audit |
| Tax and NI Records | 7 years | Audit |
| Insurance Policies | Whilst valid | Audit |
| Cert of Employers Liability | Whilst valid | Audit/Legal |
| Cert of Public Liability | 40 years | Audit/Legal |
| Assets Register | Indefinite | Audit |
| Deeds, Leases | Indefinite | Audit |
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Data Protection

In order to comply with the new regulations Privacy Statements and Consent Forms have been created for a range of occasions such as Allotment Tenants, job applicants, Small Grant applicants. In all cases wording is clear and unambiguous stating:

- information is held for the purpose of a specific task, for example to issue invoices
- data will not be held for longer than is required after which it is deleted
- rights of access and correction/deletion;
- consent can be withdrawn at any point

Planning Applications

All planning applications and relevant decision notices are available at South Norfolk Council, in hard copy and on-line, so there is no requirement to retain duplicates locally. All Parish Council recommendations in relation to these applications are recorded in the Parish Council Minutes which are retained indefinitely.

Correspondence received in connection with other matters will be retained as stated below:

| Document | Minimum Retention | Reason |
|-------------------------------------|----------------------------|---------------|
| Declaration of Acceptance of Office | Term of office plus 1 year | Management |
| Members Register of Interests | Term of office plus 1 year | Management |
| Complaints | 1 year | Management |
| General information | 3 months | Management |
| Routine correspondence and emails | 6 months | Management |

Disposal Procedures

All documents no longer required for administration reasons will be shredded and securely disposed of.

Approved by Loddon Parish Council:

Review:

May 2018

every two years