



NORTH WALTHAM PARISH COUNCIL

RETENTION OF DOCUMENTS AND RECORDS MANAGEMENT POLICY

North Waltham 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 policy provides a framework through which this effective management and retention of public records can be achieved and properly audited. It covers:

- Scope.
- Responsibilities.
- Relationships with existing policies.
- Retention Schedule.

Scope

This policy applies to all records created, received or maintained by North Waltham 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 communications, 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

North Waltham Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory requirements. The person with overall responsibility for implementation of this policy is the Clerk to the Parish Council. The Clerk is required to manage the Parish Council's records in such a way as to promote compliance with this policy so that information can be retrieved easily, appropriately and in a timely manner. The Clerk must ensure that the records for which they are responsible are accurate and are maintained and disposed of in accordance with the Parish Council's Retention Schedule.

Individual councillors may hold records in hard copy format or electronically at home. If a councillor considers that some of these documents are important in the context of the Parish Council's records, they should ensure that the Clerk retain a copy for the official record.

Individual councillors are strongly advised to undertake 'weeding' or 'housekeeping' on a regular basis. On resigning from the Parish Council, councillors should delete electronic records that they hold and destroy hard copy documents. Councillors should be aware that records that they hold may be subject to provisions of the Data Protection Act (1998); the Freedom of Information Act (2000) and the Environmental Information Regulations (2004).

Relationship with Existing Policies

This policy has been drawn up within the context of:

- Information and Data Protection Policy
- Freedom of Information Policy
- Publication Scheme

and with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

Retention Schedule

Under the Freedom of Information Act (2000), the Parish Council is required to maintain a retention schedule listing the types of records which it creates or holds in the course of its business. The retention schedule lays down the length of time which the record needs to be retained for 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 kinds of retention periods when new record keeping systems are created.

The retention schedule refers to all the Parish Council's records irrespective of the media in which they are stored.

Please see the Retention Schedule at Appendix 1.

Approved at Parish Council meeting, minute reference233/FC/12/18-19.....

Signed ...*G Chapman (Chair)*.....

Date ...19th March 2019.....

APPENDIX 1

RETENTION OF DOCUMENTS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minutes & Correspondence		
Minutes (books)	Indefinite	Archive
Correspondence/papers on important local issues/activities	Indefinite	Archive
Routine correspondence, papers and emails	1 year	Management
Finance & Payroll		
Receipts & Payments Accounts	Indefinite	Archive
Annual Governance & Accountability Return (AGAR) (previously the Annual Return) & audited accounts	Indefinite	Archive
Correspondence related to audit	Last completed audit	Audit / Management
Cash books, petty cash books	Current year + 6 years	Audit / Management
Bank Statements	Current year + 6 years	Audit / Statute of Limitations
Bank paying in books	Current year + 2 years	Audit
Cheque book stubs	Current year + 2 years	Management
Paid cheques	Current year + 6 years	Statute of Limitations
Paid invoices	Current year + 6 years	VAT
VAT records	Current year + 6 years	VAT
Budgetary control papers	Current year + 2 years	Audit
Successful Quotations / Tenders	12 years	Statute of Limitations
Unsuccessful Quotations / Tenders	3 years	
Salary records	Current year + 6 years	Audit
Tax & NI records	Current year + 6 years	Audit
Timesheets	Current year + 3 years	Audit
Precept requests & payments records	Current year + 6 years	

Insurance Policies		
Insurance Policies	Whilst valid	Audit
Certificate of Employers Liability	40 years	Audit / Legal
Certificate of Public Liability	40 years	Audit / Legal
Insurance claim records	7 years after conclusion	Legal
Policy renewal records	Whilst valid	Management
General Management		
Asset Register	Indefinite	Audit
Title deeds	Indefinite	Audit / Management
Leases, agreements & contracts	12 years after expiry for contracts, etc. under seal, 6 years after expiry for others	Audit / Management
Health & Safety		
Risk Assessments	3 years from last assessment	Management
Members		
Register of Members Interests	18 months after individual ceases to be a member	Management
Declarations of Acceptance	Term of Office + 1 year	Management
Personnel & Human Resources		
Application Forms (unsuccessful)	6 months	Management
Application Forms (successful)	Period of employment + 6 months	Management
Personal Files (appraisals / pay reviews, etc.)	Period of employment + 6 months	Management
Disciplinary Records	Period of employment + 6 months	Management
Miscellaneous		
Complaints	2 years after closure	Management
Information Requests	2 years after closure	Management
Press Releases	5 years	Management

Retention of Documents and Records Management Policy

Approved on: 19th March 2019

Public Consultations	5 years	Management
Reports, Newsletters	As long as useful	Management

Planning Applications

All planning applications and relevant decision notices are available at Basingstoke and Deane Borough Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council's minutes and are retained indefinitely.

General Correspondence

General correspondence will be retained for as long as is relevant; the minimum period is 1 year. An annual review of all documentation should be carried out and items that have reached their deletion or destruction date should be deleted/destroyed and the remainder be considered for archiving.