

Leaffield Parish Council

Document Storage, Retention and Destruction Policy & Procedure

Adopted by Leaffield Parish Council on 08 September 2021

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 covers the following areas:

- Scope of the Policy
- Responsibilities
- Storage
- Retention
- Destruction

Scope of the Policy

This policy applies to all records created, received or maintained by Leaffield Parish Council in the course of carrying out its functions, by the Council or by individual councillors. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are retained, for a set period, to provide evidence of its transactions and activities. These records may be created, received or maintained in hard copy or electronically.

Responsibilities

Leaffield 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, who is required to manage the Council's records in such a way as to promote compliance with the policy so that information is stored securely, and can be retrieved easily, appropriately and in a timely manner. Councillors are required to manage any records they hold personally in the same manner.

Storage

Council records must be stored securely, in hard copy format and electronically.

Retention

Leaffield Parish Council maintains a retention schedule listing the length of time records need to be retained and the action which is taken after the retention period.

The Clerk manages the record keeping systems using the retention schedule.

Destruction

All hard copy documents which are no longer required for administrative purposes, and which are not sent to the Council Archive, are shredded and disposed of. All electronic records which are no longer required for administrative purposes, and which are not archived, are deleted.

Retention Schedule

| Record | Retention Period | Reason | Action after retention |
|---|-----------------------------|--------------------------------|-------------------------------|
| Minutes – hard copy | 10 years | Legal | Transfer to archive |
| Minutes - electronic | Indefinite | Legal | |
| Agendas – hard copy | 10 years | Legal | Transfer to archive |
| Agendas – electronic | Indefinite | Legal | |
| Annual accounts – hard copy | 10 years | Legal | Transfer to archive |
| Annual accounts – electronic | Indefinite | Legal | |
| Annual return – hard copy | 10 years | Legal | Transfer to archive |
| Annual return - electronic | Indefinite | Legal | |
| Deeds/Leases | Indefinite | Legal | |
| Bank statements | 7 years | Audit | Destruction |
| Cheque book stubs | 7 years | Audit | Destruction |
| Paying in books | 7 years | Audit | Destruction |
| Paid invoices | 7 years | Audit, VAT | Destruction |
| VAT records | 7 years | Audit, VAT | Destruction |
| Budget | 7 years | Audit | Destruction |
| Tenders & Quotations | 12 years | Legal – Statute of Limitations | Destruction |
| Salary records | 7 years | Audit | Destruction |
| Timesheets | 7 years | Audit | Destruction |
| Tax & NI records | 7 years | Audit | Destruction |
| Employee records | 6 years after leaving | Legal | Destruction |
| Insurance policies | 7 years after expired | Legal | Destruction |
| Employers Liability Certificate | Indefinite | Legal | |
| Public Liability Certificate | Indefinite | Legal | |
| Assets Register | Indefinite | Audit | |
| Declaration of Acceptance of Office | Term of office plus 6 years | Management | Destruction |
| Register of Interests | Term of office plus 6 years | Management | Destruction |
| Councillor personal details | Term of office plus 6 years | Management | Destruction |
| Complaints | 1 year after resolution | Management | Destruction |
| Planning Applications* | 6 months (see below) | Management | Destruction |
| Unsuccessful/speculative job application and CV | 6 months | Management | Destruction |
| Playground assessments | 4 years | Legal | Destruction |
| Standing Orders – hard copy | Whilst current | Legal | Destruction |
| Standing Orders – electronic | Indefinite | Legal | |
| Financial Regulations – hard copy | Whilst current | Legal | Destruction |

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|---|----------------|------------|-------------|
| Financial Regulations – electronic | Indefinite | Legal | |
| Policies | Whilst current | Management | Destruction |
| Working Party Reports | Indefinite | Management | |
| Terms of Reference – Working Groups | Whilst current | Management | Destruction |
| Reports and other documents circulated with agendas | Indefinite | Management | |
| General information | 6 months | Management | Destruction |
| FOI requests | 2 years | Management | Destruction |
| Routine correspondence and emails | 1 year | Management | Destruction |
| Register of Electorate | Whilst current | Management | Destruction |
| Community organisation data | 2 years | Management | Destruction |
| Community organisation grant application – successful | 7 years | Audit | Destruction |
| Community organisation grant application – unsuccessful | 2 years | Management | Destruction |
| General contacts – email addresses | 2 years | Management | Destruction |
| Village Hall – legal agreements | Indefinite | Legal | |
| Gym Committee – lease agreements | Indefinite | Legal | |

Planning Applications*

Planning Application Information is received via email. All planning applications and relevant decision notices are available at WODC and there is no requirement to retain duplicates locally. All Parish Council recommendations in connection with Planning Applications are recorded in the Council Minutes and are retained indefinitely and are held on the WODC Planning Portal. Correspondence received in connection with applications will be retained as stated above.

Disposal Procedures

All documents that are no longer required for administrative reasons should be shredded if confidential and disposed of.