

Leaffield Parish Council

Document Storage, Retention and Destruction Policy & Procedure

Adopted by Leaffield Parish Council on 08 September 2021
Last approved on 13 February 2024

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

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.