

SELBORNE PARISH COUNCIL RETENTION OF DOCUMENTS & RECORDINGS OF MEETINGS 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 policy provides a framework through which this effective management and retention of public records can be achieved and properly audited. It covers the following principles:

Scope Responsibilities Retention Schedule Scope of the Policy

Scope: This policy applies to all records created, received or maintained by the Parish Council. Records are defined as all those documents which relate to the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its communications, transactions and activities. These records may be created, received or maintained in hard copy or electronically. Some 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 requirements. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and she 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. The Clerk must ensure that the records for which she is responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council's records, they should ensure the Clerk retain a copy for the official record. Individual Councillors are strongly advised to undertake "weeding" and "housekeeping" on a regular basis. On resigning from the Council, Councillors should delete electronic record they hold and destroy hard copy documents. Councillors should be aware that records that they hold may be subject to the provisions of the GDPR; the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

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 for the different retention periods when creating new record keeping systems. The retention schedule refers to all the Parish Council's records, irrespective of the media in which they are stored. This policy will be reviewed annually by Selborne Parish Council to ensure that is relevant to working practice.

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

Retention of Documents

Attached is a table indicating the appropriate retention periods for audit purposes and the reasons for retention.

Record Types

The major classes of record specifically relating to each function have been identified and recommendations are given for each. However, the list of record types provides examples only and is not exhaustive.

Minimum Retention Period

This column gives the minimum period for which the record should be retained before it is destroyed or reviewed.

Permanent Preservation

Documents of historical importance, if not retained by the council, should be offered first to the County Record Office.

RETENTION SCHEDULE

	Document	Minimum Retention	Reason
Minutes & Correspondence	Minute Book	Indefinite	Archive
	Correspondence/Papers important local issues/activities	Indefinite	Archive
	Routine correspondence, papers and emails	1 year	Management
Finance and Payroll	Receipts and payments books	Indefinite	Archive
	Annual Return and audited accounts	Indefinite	Audit/management
	Cheque book stubs	7 years	Management
	Paying in books	7 years	Management
	Budgetary control papers	2 years + current year	Audit
	Bank Statements	7 years	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	Insurance Policies	Whilst valid	Audit
	Cert. Employers Liability	40 years	Audit/Legal
	Cert. Public Liability	40 years	Audit/Legal
	Insurance Claim Records	7 years after conclusion	Legal
	Policy Renewal Records	Whilst valid	Management
General Management	Assets Register	Indefinite	Audit
	Deeds, leases	Indefinite	Audit
Councillors	Register of Councillors Interests	18 months after individual ceases to be a Councillor	Management
	Declarations of Acceptance	Term of Office + 1 year	Management

Employee	Application forms (unsuccessful)	6 months	Management
	Application forms (successful)	Period of employment + 6 months	Management
	Disciplinary records	Period of employment + 6 months	Management
	Personal files (appraisals/pay reviews etc)	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
	Public consultations	5 years	Management
	Reports, newsletters	As long as is useful	Management
Parish Council Recordings of Meetings	Dictaphone	9 months from when the minutes are signed and sealed	Management

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