RETENTION OF DOCUMENTS POLICY

WARCOP PARISH COUNCIL

1. **Introduction**

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:

**Scope**

**Responsibilities**

**Retention Schedule**

**Scope of the policy**

1. **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.

1. **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.

**Retention Schedule**

Under the GDPR Act 2018 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 use.

The clerk is expected to manage the current record keeping system using the retention schedule and to take account of 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.

Adopted by Warcop Parish Council

Chairman ………………………………………………………. Clerk ………………………………………………

Date ……………………………………………………………….

**RETENTION SCHEDULE**

|  |  |  |
| --- | --- | --- |
| **Document** | **Minimum Retention** | **Reason** |
| **Minutes** |  |  |
| Minute book | Indefinite | Archive |
| Correspondence Papers | “ | Archive |
| Routine Correspondence papers & e-mails | 1 Year | Management |
| **Finance & Payroll** |  |  |
| Receipts & Payment Book | Indefinite | Archive |
| Annual Return & Audited Accounts | Indefinite | Archive |
| Cheque Book Stubs | Last Completed Audit | Management |
| Paying in books | “ | “ |
| Budget | 2 Years + current Year | Audit |
| Bank Statements | 7 Years | Management |
| Quotations | “ | Audit |
| Paid Invoices | “ | Audit/VAT |
| VAT Records | “ | Audit/VAT |
| Salary Records | “ | Audit |
| Tax & Ni | “ | Audit |
| **Insurance Policies** |  |  |
| Insurance Policy | Whilst Valid | Audit |
| Cert Employers Liability | 40 Years | Audit/legal |
| Cert Public Liability | “ | “ |
| Insurance Claim Records | 7 Years | Legal |
| Policy Renewal Records | Whilst Valid | Management |
| **Cemetery** |  |  |
| Leases | Indefinite | Audit |
| Register of Burials | Indefinite | Archive |
| Register of Purchased Graves | Indefinite | Archive |
| Register of Grave Spaces | Indefinite | Archive |
| **General** |  |  |
| Asset Register | Indefinite | Audit |
| Deeds, Leases | “ | “ |
| **Members** |  |  |
| Register of Members Interest | Term of Office + 1 Yr | Management |
| Declarations of Acceptance | “ | “ |
| **Personnel/HR** |  |  |
| Disciplinary Records | 6 months | Management |
| Personal Files (appraisals pay) | “ | Managment |
| **Misc** |  |  |
| Complaints | 2 Years after closure | Management |
| Information Request | “ | “ |
| Public Consultations | 5 Years | Mangement |
| Reports, Newsletters | As long as useful | Management |

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