HELLESDON PARISH COUNCIL

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RETENTION OF DOCUMENTS POLICY

1. Introduction

1.1 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.

1.2 This document provides the policy framework through which this effective management can be achieved and audited.

2. Scope of the Policy

2.1 This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are identified 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 transactions or activities. Records may be created, received or maintained in hard copy or electronically.

2.2 A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archive and for historical research.

3. Responsibilities

3.1 The Parish Council has a corporate responsibility to maintain its records and record management in accordance with regulations.

3.2. The person with overall responsibility for the implementation of this policy is the Parish Clerk who is required to manage the Council's records in such a way as to promote compliance with this policy so that information may be retrieved easily and appropriately as and when required.

3.3. To Parish Clerk has been designated the Council's Data Protection Officer (DPO), whose role it is to ensure that the Council processes the personal data of its staff, customers, providers or any other individuals (also referred to as data subjects) in compliance with the applicable data protection rules.

4. Retention Schedule

4.1 Under the Data Protection Act 2018 and associated General Data Protection Regulations (GDPR), the Parish Council is required to maintain a retention schedule listing the record series created in the course of its business. The retention schedule sets out the length of time for the retention of each series of records and the action to be taken when records are of no further administrative use.

4.2 The Parish Clerk is expected to manage the current record keeping systems in accordance with the retention schedule and to take account of different retention periods when creating new systems.

4.3 The retention schedule refers to record series irrespective of the media in which they are stored.

4.4 Schedule

Document	**Minimum Retention**	**Reason**
Minutes	Indefinite	Archive
Accident/incident reports	3 years	Potential claims
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank Statements including deposit/savings accounts	Last completed audit year	Audit
Cheque Book stubs	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT

Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
Petty cash, postage and telephone books	6 years	Tax, VAT, H Limitation Act 1980 (as amended)
Timesheets/cards	Last completed audit year 3 years	Audit (requirement). Personal injury (best practice)
Wages books/payroll	12 years	Superannuation
Insurance Policies	Whilst valid	Management
Certificate for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI2753) Management
Park equipment inspection reports	3 years	Potential claims
Assets register	Indefinite	Audit, Management
Title Deeds, Leases, Agreements and Contracts	Indefinite	Audit, Management
Declarations of Acceptance Of Office	Chairman – attached to Minutes, Members – Term of Office + 1 year	Management
Members Register of Interests	Term of Office + 1 year	Management
Members Allowances Register	6 years	Tax, Limitation Act 1980 (as amended)
Allotment register and plans	Indefinite	Audit, Management
Community centre and sports facilities: Applications to hire Lettings diaries Copies of bills to hirers	6 years	VAT

5. Planning Applications

5.1 The Parish Council is consulted by the Local Planning Authority on all proposed developments in the parish.

5.2 Parish Council comments on applications are recorded in the Minutes of the relevant meeting and the resolutions are communicated to the Local Planning Authority. The Local Planning Authority then holds the records in relation to the planning request.

6. General Correspondence

6.1 General and routine correspondence including emails is retained as below:

Complaints	1 year	Management
General Information	Whilst still relevant	Management
Routine Correspondence and emails	Whilst still relevant	Management
Rough notes from Meetings	Until adoption of Minutes	Management

All names and addresses (including email addresses) should only be kept for as long as needed. They are not to be kept 'in case' they are needed in the future.

7. Disposal Procedures

7.1 All documents no longer required for administrative reasons should be shredded and disposed of securely.