

RETENTION OF DOCUMENTS POLICY

BARCOMBE 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

2. 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.

3. Responsibilities

The Parish Council has a 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 that individual 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 he or 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 that 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 records they hold and destroy hard copy documents. Councillors should be aware that records that they hold may be subject to the provisions of the Data Protection Act 1998; the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

4. 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 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 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.

Please see the Retention Schedule at Appendix 1.

This policy will be reviewed on a three year cycle by Barcombe Parish Council to ensure that it is relevant to working practice.

Adopted by Barcombe Parish Council

March 2018

Appendix 1- Retention Schedule

Document	Retention Period	Final Action	Other information
Meeting Documents			
Minutes	Indefinite	Transfer hard copy to Record Office after three years.	Current and some past copies displayed on website
Correspondence	1 Year	Destroy	
Council papers/reports	Indefinite	Transfer to Record Office	
Local Issues/Activities	Indefinite	Transfer to Record Office	Displayed on website
Emails			
Routine Emails & Correspondence	1 Year	Destroy	
Finance & Payroll			
Accounts - Receipts & Payments	7 Years	Transfer to Record Office	
Annual Return & Audited Accounts	7 Years	Transfer to Record Office	Displayed on website
Correspondence relating to Audit	Last Completed Audit	Destroy	
Cheque Book Stubs	Last Completed Audit	Destroy	
Paying In Books	Last Completed Audit	Destroy	
Budgetary Control Papers	2 Years + Current Year Audit	Destroy	
Bank Statements 7 Years	7 Years	Transfer to Record Office	
Quotations	7 Years	Destroy	
Paid Invoices	7 Years	Destroy	

VAT Records	7 Years	Destroy	
Salary Records	7 Years	Destroy	
Tax & NI Records	7 Years	Destroy	
Insurance Policies			
Insurance Policies	Whilst Valid	Destroy	
Insurance Claim Records	7 Years	Destroy	
Policy Renewal Records	Whilst Valid	Destroy	
General Management			
Assets Register	Indefinite		
Deeds; Leases	Indefinite		
Pavilion, Recreation, Sports Facilities			
Booking Policy	7 Years	Destroy	
Copies of Bills to Hirers	7 Years	Destroy	
Health & Safety			
Accident Books	25 Years from Closure	Destroy	
Equipment Inspection Records	25 Years from Closure	Destroy	
Premises Inspection Records	25 Years from Closure	Destroy	
Risk Assessments	3 Years from Last Assessment	Destroy	
Members			
Register of Members Interests	18 Months after individual ceases to be a member	Destroy	
Declarations of Acceptance	Term of Office +1 Year	Transfer to Record Office	
Human Resources			
Application Forms	(unsuccessful) 6 Months	Destroy	
Application Forms	(successful) Period of Employment +6 Months Management	Destroy	
Disciplinary Records	Period of Employment + 6 Months Management	Destroy	
Personal Files	Period of Employment + 6 Months Management	Destroy	

Miscellaneous			
Complaints Management	2 Years after Closure	Destroy	
Information Requests	2 Years after Closure	Destroy	
Public Consultations	5 Years after closure	Destroy	

- General correspondence will be retained as standard for one year before being destroyed. Selected items may be retained for longer.
- An annual review of all documentation should be carried out and items that have reached their deletion or destruction date will be deleted/destroyed and the remainder will be considered for archiving.

Planning Applications

All planning applications and relevant decision notices are available at Lewes District Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council's Minutes and are retained indefinitely. Correspondence received in connection with applications will be filed with the minutes and destroyed when the Minutes are deposited at the record office.

Ends