

## **RETENTION OF DOCUMENTS AND RECORDS MANAGEMENT POLICY**

### **BOXTED PARISH COUNCIL**

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

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research and these will be lodged with Essex County Council Records Office or the Local History Village Recorder (where one exists) and details of which documents have been forwarded to them retained on Council files for future reference only.

The person with overall responsibility for this policy is the Proper Officer of the Council.

The Proper Officer must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines (detailed below) and that they take account of the council's Freedom of Information Publication Scheme.

The Proper Officer will give guidance for good records management practice and will promote compliance with this policy.

There are no firm guidelines for the retention of general correspondence in any format. However, a regular review of all documentation should be carried out by the Proper Officer which should be at least quarterly but can be more often, with ephemeral items marked for destruction and the remainder being considered for archiving as detailed above. This will be carried out at the discretion of the Proper Officer of the Council in accordance with current Standing Order 15 (xi and xvi)

The following list indicates appropriate retention periods and the reasons for retention and refers to all records regardless of the media in which they are stored:

| <b><u>DOCUMENT</u></b>                                 | <b><u>MINIMUM RETENTION PERIOD</u></b>  | <b><u>REASON</u></b>           |
|--|---|--------------------------------|
| <b>Meetings</b>  |   |                                |
| Minute Book  | Indefinite – Minutes over 6 years old will be lodged with Essex Records office. | Archive                        |
| Meetings agendas                                       | Last completed audit year   | Audit                          |
| <b>Finance and Payroll</b>                             |   |                                |
| Scales of fees and charges                             | 5 years   | Management                     |
| Receipt and payments books                             | Indefinite – over 6 years old will be lodged with Essex Records Office          | Archive                        |
| Receipt books of all kinds                             | 6 years   | VAT                            |
| Bank statements including deposit and savings accounts | Last completed audit year   | Audit                          |
| Bank paying in books                                   | Last completed audit year   | Audit                          |
| Cheque book stubs                                      | Last completed audit year   | Audit                          |
| Quotations and tenders                                 | 12 years  | Statute of limitations         |
| Paid invoices  | 6 years   | VAT                            |
| Online Payment authorisation                           | Last completed audit year   | Audit                          |
| VAT Records  | 6 years   | VAT                            |
| Petty cash books                                       | 6 years   | Tax VAT Statute of limitations |

|   |   |                                    |
|---|---|------------------------------------|
| Time Sheets   | 2 years   | Audit and Working Time Regulations |
| Wages books and payroll records   | 12 years  | Superannuation                     |
| <b>Insurance</b>  |   |                                    |
| Insurance policies  | While valid   | Management                         |
| Insurance Schedules   | 40 years  | Management                         |
| Certificate of Employer's Liab.   | 40 years  | Management                         |
| <b>General Management</b>   |   |                                    |
| Investments   | Indefinite  | Audit, Management                  |
| Title Deeds, leases, agreements, contracts                                      | Indefinite  | Audit Management                   |
| <b>Cemetery</b>   |   |                                    |
| Register of Burials   | Indefinite  | Management                         |
| Register of purchased graves  | Indefinite  | Management                         |
| Register/plan of grave spaces   | Indefinite  | Management                         |
| Register of Memorials   | Indefinite  | Management                         |
| Scales of fees and charges  | 5 years   | Management                         |
| Risk Assessments  | 3 years from last assessment  | Management                         |
| <b>Recreation Grounds</b>   |   |                                    |
| Equipment Inspection Records  | 25 years  | Management                         |
| Risk Assessments  | 3 years from last assessment  | Management                         |
| <b>Planning</b>   |   |                                    |
| Applications and Decisions Notices – all consultative documents including plans | Not retained  | Held by Planning Authority         |
| <b>Miscellaneous</b>  |   |                                    |
| Reports, newsletters etc. from other people or bodies                           | Destroy ASAP – Retain only as long as useful (Maybe archived at discretion of Proper Officer) | Management/Data protection         |
| Routine correspondence, notes, papers and e-mails                               | Destroy ASAP – Retain only as long as useful (Maybe archived at discretion of Proper Officer) | Management/Data Protection         |
| Formal Complaints   | 5 years after closure   | Management                         |
| List of archived records and place where held                                   | Indefinite  | Archive and Management             |
| <b>Members</b>  |   |                                    |
| Declaration of Acceptance of Office   | Term of Office plus 1 year  | Management                         |
| Register of member's interests  | Term of Office plus 1 year  | Management                         |
| Members allowance register  | 6 years   | Tax, Statute of Limitations        |

|  |                                  |                                |
|--|----------------------------------|--------------------------------|
| <b>Personnel/Human Resources</b>                                     |                                  |                                |
| Application forms ( not interviewed or interviewed and unsuccessful) | 6 months                         | Management and Data Protection |
| Personal Files   | 6 years after ceasing employment | Management                     |
| Disciplinary records   | Retain for period of employment  | Management and Data Protection |

This policy will be reviewed annually.

Last review May 2017