



AUDLEM PARISH COUNCIL

RETENTION OF DOCUMENTS AND RECORDS MANAGEMENT POLICY

Audlem 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 document provides the policy framework through which this can be achieved and audited and has been drawn up within the context of the Freedom of Information policy, GDPR and other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

Scope of the policy:

This policy applies to all records created, received or maintained by the Parish Council (regardless of the media in which they are stored) 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 therefore 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 reasons.

Responsibilities

The person with overall responsibility for this policy is the Clerk to the Parish Council. The Clerk will give guidance on good records management practice and ensure compliance with this policy so that information will be retrieved easily, appropriately and in a timely fashion. Individual staff and Councillors must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with these guidelines.

Retention Schedule

Under the Freedom of Information Act 2000 the Parish Council is required to maintain a retention schedule listing the records it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained (regardless of the media in which they are stored) and the action which should be taken when it is of no further administrative use. Staff are expected to manage their record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

At the end of the relevant period all documents will be securely destroyed except for those which will be moved to the Cheshire Archives.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
REQUIRED FOR AUDIT PURPOSES		
Signed minutes of Council meetings (hard copy)	Indefinite	Archive
Scales of fees and charges	8 years	Management
Receipt & Payment accounts (hard copy)	Indefinite	Archive
Receipt books of all kinds	8 years	VAT
Bank statements including deposit/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	8 years	Limitation Act 1980 (as amended)
Paid invoices	8 years	VAT
Paid Cheques	8 years	Limitation Act 1980 (as amended)
VAT records	8 years	VAT
Petty cash, postage and telephone books	8 years – if held	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed Audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (Sl.2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Registers of Members Interests	18 months after individual ceases to be a member	Management
Members allowances register	8 years – but not currently applicable to APC	Tax, Limitation Act 1980 (as amended)
Loans from the Public Works Board	Duration of loan	Audit, management
Health & safety		
Equipment & inspection records	25 years	Management
Risk Assessments	3 years from last assessment	Management
Accident records (reportable injury, over 3-day injury, disease or dangerous occurrence)	Min 3 yrs from last entry or if it involves a child, until they reach 21	Management, insurance
Miscellaneous		
Complaints	5 years after closure of case	Management
Information and Subject Access requests	8 years	GDPR
CCTV recordings	14 days (unless otherwise	GDPR

	required by Law Enforcement)	
Public consultations – survey and returns	5 years	Management
Press releases, reports and newsletters	Retain as long as useful	Management
Planning		
List of planning applications and outcomes– master record	Indefinite	Planning and enforcement
Neighbourhood Plan, Parish Plan and Village Design Statements	Indefinite (archive)	Archive
Local Plans and similar documents	As long as in force	Planning and enforcement
HR Records (subject to requirements of GDPR)		
Application forms	6 months –unsuccessful candidates Duration of employment – successful candidates	Management
Interview forms	6 months – unsuccessful candidates Duration of employment – successful candidates	Management
Employee files & records	8 years	Limitation Act 1980 (as amended)
Basic employee details (start date, end date, role)	Indefinite	
Grievance and disciplinary records	1 year from completion of investigation	Limitation Act 1980 (as amended)
Job descriptions	Current only then destroy	Limitation Act 1980 (as amended)
Income tax & NI	8 years	
For Halls, Centres, Recreation grounds		
Application to hire Lettings diaries Copies of bills to hirers Record of tickets issued	8 years	VAT
For Allotments (n/a)		
Register and plans	Indefinite	Audit, Management

Sources: NALC Legal Topic Note 40
ICO retention document and Hodnet PC retention document

Adopted July 2018

This Document Retention Policy is fully supported by all Members of Audlem Parish Council.

This Document Retention Policy was agreed at the Audlem Parish Council Meeting held on:

Date: 16th July 2018

Signed: Geoff Seddon (Chairman/Vice-Chairman)

Signed: Belen Lopez Bloor (Proper Officer)

Date: 16th July 2018

Original signed copies held on file by the Parish Clerk.