

WEST WRATTING PARISH COUNCIL

DOCUMENT RETENTION AND RECORDS MANAGEMENT POLICY

Approved at a meeting of the Parish Council held on _____

INTRODUCTION

West Wrattling 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 effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

SCOPE

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 to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically and this policy includes documents received by, created or held by a Parish Councillor (whether elected or co-opted) which relate to the business of the Parish Council.

The term "Record" refers to any document or record regardless of the media in which they are stored, so it refers to electronic records as well as printed documents.

RESPONSIBILITIES

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk.

Staff, Councillors and volunteers who hold records for which they are responsible have a duty to ensure those records are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection policy/publication scheme
- Audit Regulations

And such other legislation or regulations which may from time to time apply to Parish Councils.

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DOCUMENT RETENTION SCHEDULE

Under the Freedom of Information Act 2000 the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Document	Minimum Retention Period	Reason
Minutes and Correspondence		
Minutes of Council meetings	Indefinite	Archive
Agendas	Indefinite	Archive
Correspondence and papers on important local issues	Indefinite	Archive
Routine correspondence	As long as useful	Management
Financial		
Receipt and payment accounts	Indefinite	Archive
Accounts/Financial Annual Return	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Budget control papers	Current year + 2 years	Audit
Quotations & tenders	12 years	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 years	VAT

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VAT records	6 years	VAT
Payroll records	12 years	Superannuation
Timesheets	Last completed audit year	Audit
Invoices	6 years	VAT
Insurance		
Certificate of Employers Liability	50 years	Legislation
Certificate of Public Liability	21 years	Legislation
Insurance Claim records	7 years after all obligations are concluded	Legislation
Policy renewal records & correspondence	While valid	Management
General Management		
Investments	Indefinite	Audit
Title deeds, leases, agreements, contracts	Indefinite	Audit
Members allowances (if applicable)	6 years	Tax
Health & Safety		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection Records	25 years	Management
Risk Assessments	3 years from last assessment	Management
Members		
Register of Interests	18 months after individual ceases to be a Member	Management

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Other		
Complaints	5 years after closure of case	Management
Deeds/leases	Indefinite	Archive
Press Releases/Newsletters	6 years	Management
Public Consultations/Surveys	5 years	Management
Personnel/Staff Matters		
Application forms (unsuccessful candidates)	6 months	Management
Disciplinary Records	Retain for period of employment	Management
Personnel Files	6 years after ceasing employment	Management
Planning		
Applications	Not retained	Retained by Herefordshire Council
Applications on which Parish Council has commented	12 months	Management