RETENTION GUIDELINES FOR CLAYDON AND WHITTON PARISH COUNCIL RECORDS

The Parish Council recognizes 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 Retention Schedule Scope of the policy

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.

The Parish Council’s records will stored for permanent preservation as part of the Council’s archives and for historical research at The Hold, Ipswich.

# 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 the implementation of this policy is the Clerk to the Parish Council, and she 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.

# 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.

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. This retention schedule refers to record series regardless of the media in which they are stored.

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| --- | --- | --- | --- |
| **Retention of Documents**  **Document** | **Minimum Retention** | **Reason** | **Action** |
| Minute Books | Indefinite |  | Archive |
| Annual Audited Accounts | Indefinite |  | Archive |
| Annual Return | Indefinite |  | Archive |
| Bank statements | 6 years | Audit | Destroy |
| Cheque book stubs | Last completed audit | Management | Destroy |
| Paying in books | Last completed audit | Management | Destroy |
| Quotations | 6 years | Audit | Destroy |
| Paid invoices | 6 years | Audit/VAT | Destroy |
| VAT records | 6 years | VAT | Destroy |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary records | 6 years | Audit | Destroy |
| Tax & NI records | 12 years | Audit | Destroy |
| Insurance policies | Whilst valid | Audit | Destroy |
| Cert of Employers Liability | 40 years | Audit/legal | Destroy |
| Cert of public liability | 40 years | Audit/legal | Destroy |
| Assets register | Indefinite | Audit | Preserve |
| Deeds, leases | Indefinite |  | Archive |
| Register of Electors | Once updated | Management | Destroy |
| Cllrs Declaration of Office | 4 years | Management | Destroy |
| Risk Assessments | Once superseded | Management | Destroy |
| Members interests | Term of office | Management | Destroy |
| General Information  **Planning Applications** | 12 months | Management | Destroy |

All planning applications and relevant decision notices are available at Mid Suffolk County Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below.

|  |  |  |
| --- | --- | --- |
| Complaints | 1 year | Management Destroy |
| General information | 3 months | Management Destroy |
| Routine correspondence |  |  |
| & e-mails | 6 months | Management Destroy |

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of.

If further clarification is required on documents listed above or other documentation, the Suffolk County Council Archives guidelines will be consulted by the Parish Council.

Reviewed at meeting date:

Signed:

Chairman