

# Aldbourn Parish Council



## DOCUMENT RETENTION POLICY

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 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 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. 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.

### 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. The Clerk must ensure that he records for which 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 on their home computers. If a Councillor consider that some of these documents are important in the context of Parish Council's records, they should ensure the Clerk retains 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, unless they are official records that need to be handed to the Clerk. Councillors should be aware that records that they hold may be subject to the provision of the General Data Protection Regulations and the Freedom of Information Act 2000.

### **Relationship with existing policies**

This policy has been drawn up within the context of

- Freedom of Information policy
- General Data Protection Regulations
- Data Protection Act 2018
- And with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

### **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.

General correspondence will be retained for as long as is relevant, the minimum periods is 1 year. An annual review of all documentation should be carried out and items that have reached their deletion or destruction date being deleted/destroyed and the remainder being considered for archiving. All documents which have to be kept for a certain periods of years for administrative reasons will be stored in the Parish filing cabinet labelled with relevant destruction dates.

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

Please see the Retention Schedule at Appendix 1.

This policy will be reviewed regularly by Aldbourne Parish Council to ensure that it is relevant to working practice.

**This policy for Document Retention was formally adopted by the Council  
at its meeting on 6 June 2018**

<b>Appendix 1</b>			
<b>RETENTION OF DOCUMENTS SCHEDULE</b>			
<b>DOCUMENT</b>	<b>Minimum retention</b>	<b>Reason</b>	<b>Storage &amp; Disposal</b>
<b>MINUTES &amp; AGENDAS</b>			
Draft minutes	Until approved	Management	R
Signed Minutes, agendas and attached reports (hard copies)	Indefinite	Archive	PO/WSHC
Minutes, agendas and associated reports (electronic copies)	Indefinite	Archive	PO
<b>FINANCIAL AND PAYROLL</b>			
Receipt & payment spreadsheets	Indefinite	Archive	PO/WSHC
Annual accounts	Indefinite	Archive	PO/WSHC
Annual audit return	Indefinite	Archive	PO/WSHC
Correspondence relating to Audit	Last completed audit	Management	Sh
Bank statements	8 years	Audit/management	PO/Sh
Cheque book stubs	Last completed audit	Management	PO/Sh
Paying-in books	Last completed audit	Management	PO/Sh
Budgetary control papers	8 years	Management	PO/Sh
Paid invoices	8 years	Audit/VAT	PO/Sh
VAT records	8 years	Audit/VAT	PO/Sh
Quotations & Tenders	Completion + 8 years	Audit	PO/Sh
Successful grant applications	Completion + 8 years	Audit/Charity Commission	PO/Sh
<b>INSURANCE POLICIES</b>			
Insurance policy	While valid	Audit/legal	PO/Sh
Certificate of Employers' Liability	40 years	Audit/legal	PO/Sh
Certificate of Public Liability	40 years	Audit/legal	PO/Sh
Insurance Claim Records	Resolution + 7 years	Legal	PO/Sh
Policy renewal records	Whilst valid	Management	PO/Sh
<b>GENERAL MANAGEMENT</b>			
Assets register	Indefinite	Audit	PO/WSHC
Title deeds, leases, licences	Indefinite	Audit/archive	PO/S/WSHC
Playground inspection reports	40 years	Insurance	PO/Sh
Investments	Indefinite	Audit	PO/WSHC

<b>DOCUMENT</b>	<b>Minimum retention</b>	<b>Reason</b>	<b>Storage &amp; Disposal</b>
<b>HEALTH &amp; SAFETY</b>			
Accident books	Resolution + 25 years	Management	PO/Sh
Equipment inspection records	25 years	Management	PO/Sh
Premises inspection records	25 years	Management	PO/sh
Risk assessments	Last assessment + 3 years	Management	PO/sh
<b>COUNCILLOR, CONTRACTOR &amp; VOLUNTEER INFORMATION</b>			
Application for co-option	Until co-option process completed	Management	PO/Sh
Declarations of acceptance of office	Term of office + 1 year	Management	PO/Sh
Members register of interests	Term of office	Management	PO/Sh
Contractor records (Clerk & toilet cleaner)	Contract period + 3 years	Superannuation	PO/Sh
Volunteer details	During period of volunteering	Management	PO/Sh
<b>CORRESPONDENCE &amp; MISCELLANEOUS</b>			
Correspondence/papers on important issues/activities	Indefinite	Archive	PO/WSHC
Routine correspondence & emails	Completion + 1 year	Management	PO/Sh
Allotments (record of plot holders)	Tenancy period	Management	PO/Sh
Complaints	Resolution + 2 year	Management	PO/Sh
Information requests	Resolution + 2 years	Management	PO/Sh
Public consultations	5 years	Management	PO/Sh
Magazines, journals and general information	As long as useful	Management	PO/R
Press releases	5 years	Management	PO/Sh
<b>PLANNING APPLICATIONS</b>			
All planning applications and relevant decision notices are available on the Wiltshire Council website. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council planning minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below (see Correspondence & Miscellaneous)			

**KEY:**

PO = Parish Office

WSHC = Wiltshire & Swindon History Centre (County Records Office)

R = Recycle or delete if store electronically

Sh = Shred

S = Solicitor