



Marks Tey Parish Council



Retention, Storage and Destruction of Documents 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.

The correct retention and storage of town and parish council documents is important as they are the legal and financial records of town and parish councils. Legal actions may be brought by and against town and parish councils. Failure to have kept key documents may mean the difference between success and failure in any such eventualities. It is the responsibility of the council to ensure that a thorough and documented storage and retrieval process is in place

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
- Destruction of documents

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

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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.

Retention of Documents

Type of record	Format Hard	Format Digital	Minimum retention period	Reason	Rec by PC Clerk
Agenda – Council Meetings	✓	✓	2 years		✓
Agenda – Non Council Meetings		✓	3 years		✓
Agenda – Non Council Meetings	✓		1 year		✓
Allotment Agreement	✓		Indefinite		✓
Allotment – Register of Plans	✓		Indefinite	Audit	✓
Asset Register		✓	Indefinite		✓
Attendance Register (members)	✓	✓	4 years		✓
Bank Statements (inc deposit a/c)	✓		6 years	Audit	✓
Bank Paying in Books	✓		6 years	Audit	✓
Burial administration	✓	✓	Indefinite		✓
Cheque Book Stubs	✓		6 years	Audit	✓
Cheques paid	✓		6 years	Statute	✓
Customer/Resident Surveys		✓	3 years*		✓
Customer Resident Surveys	✓		1 year		✓
Gifts received register	✓	✓	Indefinite		✓
Grant applications made by CPC	✓		6 years		✓
Grant applications made to CPC	✓		6 years		✓
Investments	✓		Indefinite	Audit	✓
Invoices raised	✓	✓	8 years	VAT	✓
Invoices paid	✓		8 years	VAT	✓
Insurance Certificates	✓	✓	40 Years	Limitation period	✓
Insurance Policies	✓		6 years	Statute	✓
Insurance Policies (contractors etc)	✓		While valid		✓
Letters, general correspondence		✓	5 years		✓

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Letters, general correspondence	✓		2 years		✓
Members' Allowance Register	✓		6 years	Tax, Statute	✓
Members' Declaration of Acceptance of Office	✓		Indefinite	Archive	✓
Members' Declarations of Interest Register	✓		Indefinite		✓
Minutes & Minutes Books – Council Meetings	✓	✓	Indefinite (hard copies to ECC Records office)		✓
Minutes– Non-Council meetings		✓	3 years		✓
Minutes – Non Council meetings	✓		1 year		✓
Minutes – Hand written notes by members and clerk	✓		Until the minutes have been agreed		✓
Planning Application and permissions		✓	6 years		✓
Personnel Records	✓	✓	6 years		✓
Petty Cash	✓		6 years	Tax, VAT	✓
Quotations & Tenders (successful)	✓		12 years/indefinite	Statute	✓
Quotations & Tenders (unsuccessful)	✓		1 year after completion		✓
Receipt and payment books	✓		Indefinite	Archive	✓
Receipt books of all kinds	✓		6 years	VAT	✓
Risk Assessments	✓	✓	25 years	Public Liability	✓
Scales of Fees and Charges		✓	5 years	M'ment	✓
Standing orders	✓				✓
Timesheets	✓		2 years	Audit	✓
Title deeds, leases, agreements & contracts	✓		Indefinite		✓
VAT records	✓		6 years	VAT	✓
Wages books	✓	✓	12 years		✓

The Clerk shall retain all original records, in as far as possible electronic format- which shall be backed up at least monthly, and paper records, as far as possible in locked metal filing cabinets.

If any Councillors hold the original of any documentation the Clerk should be aware and hold a copy.

Planning Applications

All planning applications and relevant decision notices are available at CBC. 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 above for Routine Correspondence & Emails.

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Disposal procedures

All documents that are no longer required for administrative reasons should be removed and disposed of safely and securely, whether held electronically or via hard copies.

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