

Claybrooke Magna Parish Council

Document Retention Policy

1. INTRODUCTION

Claybrooke Magna Parish Council (the PC) 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 PC.

This policy applies to all records created, received or maintained by the PC in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the PC and which are thereafter retained, for a defined period, to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

The PC will retain its important documents, both electronic and paper documents for the periods listed in the table below (consistent with advice from NALC Legal Topic Note 40 – September 2016). These periods are to be considered as minimum retention times. The Clerk will be responsible for ensuring that the documents are filed in an orderly and secure manner at all times. Documents will be made available on the PC's website.

2. RESPONSIBILITIES

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.

3. CORRESPONDENCE

General correspondence and emails will be retained for as long as is relevant, the minimum period is 3 months. 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 be considered for archiving.

It is down to individual Councillors to delete emails in their allocated Councillor email account.

4. TRUSTS

As there is no limitation period in respect of trusts, councils are advised that they should never destroy trust deeds and scheme and other documentation.

Some types of legal proceedings may fall into two or more categories. NALC recommends that the longest of the limitation periods is adhered to.

5. RECORDS IDENTIFIED FOR PERMANENT PRESERVATION

These should be archived once there is no longer an administrative need for them.

7. RECORD-KEEPING

To ensure records are easily accessible, it is necessary to comply with the following:

- All files will be stored in a safe and secure place.
- Electronic files will be saved using relevant file names and be backed up periodically on a portable hard drive. Documentation no longer required will be disposed of in line with Section 8.

8. RECORDS TO BE DESTROYED

To protect confidential information, all records assigned for disposal should be securely destroyed. Paper records containing confidential information should be shredded. Electronic records should be deleted from digital files.

9. RETENTION OF DOCUMENTS

Document Type

| | |
|---|----------------------------|
| Minutes | Indefinite |
| Notes of minutes taken at meeting | Until minutes are approved |
| Agendas | Indefinite |
| Reports and other documents circulated with agendas | Indefinite |
| Councillors Declaration of Acceptance of Office & Register of Interests | Term of office |

The Parish Clerk will obtain the formal approval of the Parish Council before records of a sensitive or confidential nature are deleted or destroyed.

2. All physical documents that are sensitive, confidential or refer to individuals, and are no longer required for administrative reasons, will be shredded or otherwise destroyed before disposal.

| Document | Minimum Retention Period | Reason |
|--|---|---------------|
| Declaration of Acceptance | Member's Term of Office | Held by Clerk |
| Members Register of Interests | Member's Term of Office | Held by clerk |
| Planning applications and related papers | Not retained by PC. Planning applications and relevant decisions are available on the Harborough District Council Website. All Parish Council decisions in relation to application are recorded in the Minutes. | Management |

| Document | Minimum Retention Period | Reason |
|---|---------------------------|------------------------|
| Contracts, and other agreements of a financial nature | 6 years | Audit, Management |
| Quotations and tenders | 12 years/indefinite | Statute of Limitations |
| Important correspondence relating to decisions, transactions and activities | 1 year | Management |
| General Information (including invitations, lobbying, promotional material) | 3 months | Management |
| Routine correspondence and emails | 3 months | Management |
| Complaints | 1 year | Management |
| Scales of fees and charges | 5 years | Management |
| Annual Accounts | Indefinite | Archive |
| Annual Returns | Indefinite | Archive |
| Receipt and payment account(s) | 6 years | Archive |
| 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 |
| Paid invoices | 6 years | VAT |
| VAT Records | 6 years | VAT |
| Income Tax & NI records | 3 years | Audit |
| Insurance policies | While Valid | Management |

| Document | Minimum Retention Period | Reason |
|--|--------------------------|---|
| Certificates for Insurance against liability for employees | While Valid | The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management |
| Assets Register | Indefinite | Audit, Legal |
| Title deeds, leases, agreements, contracts | Indefinite | |
| Burial Grounds Certificates Register of fees, register of burials, register of purchased graves/memorials etc | Indefinite | Audit, Legal |

Reviewed at the Annual Parish Council Meeting on 23rd May 2024. Minute 7 .