

BISHOP WILTON PARISH COUNCIL

Retention of Documents Policy

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Bishop Wilton Parish Council will hereinto be known in this policy as 'the Council'

1. INTRODUCTION

- i. 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.
- ii. This policy provides the policy framework through which this effective management can be achieved and audited.
- iii. This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions.
- iv. 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.
- v. 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.

2. RESPONSIBILITIES OF THE COUNCIL

- i. The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment.
- ii. The person with responsibility for the implementation of this policy is the Clerk; they are required to manage the Council's records in such a way to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.
- iii. The Clerk must ensure that the records for which they are responsible are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines.
- iv. Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council's records, they should ensure that the Clerk retains a copy for the official record.
- v. 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.

3. REASON FOR RETENTION SCHEDULE

- i. 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.
- ii. 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.
- iii. 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.

4. RETENTION OF DOCUMENT SCHEDULE

DOCUMENT	RETENTION	REASON
Financial and statutory records Document		
Minute Records -signed	Indefinite	
Archive Recording of any Council meetings	One full year after the meeting in question	
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paying in books	Last completed year	Audit
Management Quotations	6 years	Audit
Paid invoices	6 years	Audit/VAT
VAT records	6 years	Audit/VAT
Salary records	6 years	Audit Tax & NI records
Insurance policies	Indefinite	Audit
Certificate of Employers Liability	40 years	Audit/legal
Certificate of public liability	40 years	Audit/legal
Assets register	Indefinite	Audit Deeds,
leases	Indefinite	Audit

Staff:

Documentation relating to staff should be kept securely in accordance with the Data Protection Act, and in accordance with the data protection principles contained in the Act. The principles provide that personal data in relation to staff should not be kept longer than is necessary for the purpose it was held; however, even after an employment relationship has ended, a Council may need to retain and access staff records of former staff for the purpose of giving references, payment of tax, national insurance contributions and pension, and in respect of any related legal claims made against the Council.

ii. Administration,

Declarations of acceptance	Term of Office + 4 years	Management
Members register of interests' record	Term of office + 4 years	Management
Recruitment candidates' information - unsuccessful candidates	6 months from the date of appointment of successful candidate	Management
Complaints	2 years	Management
General information	3 months	Management
Routine correspondence & e-mails	6 months	Management

5. DESTRUCTION OF DOCUMENTS

- i. All documents that are due to be destroyed in line with the Retention Schedule in Point Four should be destroyed in a format that is acceptable under guidance from the ICO
- ii. Documents that are due to be destroyed must be shredded in a cross-cut shredder or by a commercially licenced document shredding business

6. RECORD OF DOCUMENT DESTRUCTION

- i. In regard to documents that are to be destroyed, a formal record must be kept including details such as: -

Title of document to be destroyed - Date the document is destroyed - Confirmation the document destruction date has been met - How the document is destroyed - Confirmation the document is destroyed through shredding or via a commercially licenced shredding operation

Adopted by Bishop Wilton Parish Council

Date 26th February 2024