Sibbertoft Parish Council

Record Management and Document Retention Policy and Procedure

Sibbertoft Parish Council recognizes that the efficient and effective management of its records is essential to comply with its legal and regulatory obligations and to assist in the satisfactory management of public business by the Parish Council. This policy provides a framework through which this effective management retention of public records can be achieved and properly audited. It covers:

1 Scope
2 Responsibilities
3 Relationships with legislation and regulation
4 Retention schedule

1 Scope

This policy applies to all records created, received or maintained by the Parish Council. Records are defined as all those documents which relate to the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its communications, transactions and activities. These records may be created received or maintained in hard copy, recorded or electronically. Some of the Parish Council's records will be selected for permanent preservation as part of the Council's archives.

2 Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory requirements. The person with overall responsibility for maintaining this policy is the clerk to the Parish Council.

The clerk will give guidance for good records management practice and will promote compliance with this policy so that information will be stored and retrieved easily, appropriately and in accordance with the time scales outlined.

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 Councils records management guidelines..

Individual Councillors may hold records in hard copy format or electronically at home or on their personal computers. If it is considered that some of the documents are important in the context of parish records they should ensure that the clerk retain a copy for the official record. Individual councillors are strongly advised to undertake "housekeeping" of files on a regular basis. On resigning from the council councillors should delete electronic records they hold and destroy hard copy documents.

3 Relationships with legislation and regulation.

This policy has been drawn up within the context of other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

4 Retention Schedule

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 will be expected to manage the record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all Parish Council records irrespective of the media in which they are stored

This procedure will be implemented during the current calendar year 2016. Housekeeping and destruction of files that have passed their retention date will be carried out by the Clerk with the support of a nominated councillor.

SCHEDULE

Planning Papers

• Permission Granted

All papers should be retained until after the development has been completed to allow the Council to check that the development proceeds in accordance with the terms of the permission.

• Appeal decisions

All papers should be retained for 5 years as it may be required should there be longer term implications e.g. the decision creates a precedent for other developments in the parish. This may be indefinitely in the case of papers that may have wider implications on precedents set for other developments in the parish.

• Permission Refused

All papers should be retained until after the period in which an appeal can be made has expired. If a resulting appeal is dismissed the documentation should be retained for 5 years in case further applications relating to the same site are submitted. This may be indefinitely in the case of papers that may have wider implications on precedents set for other developments in the parish.

• Local Development Framework and related D.P.D's

Documents will be held by DDC

Retention of Documents Required for the Audit of Parish Council

Document or Record	Min Retention Period	Reason
Minutes & Correspondence		
Signed Minutes of Council Meetings	Indefinite	Archive
Agendas	Indefinite	Archive
Correspondence & papers on important local issues & activities	Indefinite	Archive
Routine correspondence, papers & emails	I year	Management
Finance & Payroll		
Scale of Fees and Charges	5 Years	Management
Receipt and Payment accounts	Indefinite	Archive
Accounts/Financial Annual Return	Indefinite	Archive
Receipt Books of all kinds	6 years	VAT
Bank statements (including deposit/savings accounts)	Last comp Audit year	Last Last Audit
Bank Paying-in Books	Last comp Audit year	Audit
Cheque Book stubs	Last comp Audit year	Audit
Budgetary Control Papers	6years	Audit
Quotations and Tenders 1	6yrs	Statute of Limitations
Paid Invoice	6yrs	VAT
Paid cheques	6yrs	VAT

	Not retained	Held by Planning Authority
VAT record	6 years	VAT
Payroll	12 years	Superannuation
Timesheets	Last completed Audit year	Audit
Insurance Policies		
Cert of Employers Liability	40 years	Legal requirement
Cert of Public Liability	21 years	Legal requirement
Insurance Claim Record	7 Years after all obligations are concluded	Legal requirement
Policy renewal records & correspondence	While Valid	Management
General Management		
Investments	Indefinite	Audit/ Management
Title Deeds, leases, agreements, Contracts	Indefinite	Audit/ Management
Members allowance	6 years	Tax,
Quotations/tenders	6 years	Statute of Limitations
Health and Safety		
Accident Books (injuries to Adults)	25 Years from closure	Management
Accident Books (injuries to Children)	25 Years from closure	Management
Equipment Inspection Record	25 Years from closure	Management
Premises Inspection Record	25 years from closure	Management
Risk Assessments	3 years from last assessment	Management
Miscellaneous		
Complaints	2 Years after closure of case	Management
Information requests	2 Years after closure of case	Management
Deeds/Leases	Indefinite	Archive
Press Releases	6 Years	Management
Public consultation: surveys & returns	5 Years	Management
Register of Officers Interests	Indefinite	Management
Reports, newsletters etc from other bodies	Retain as long as useful	Management
Human Resources		
Application form (interview unsuccessful)	6 months	Management
Disciplinary records	Retain until spent	Management
Personal files (not payroll information)	6 years after ceasing employment	Management
Planning		
Applications		
All consultative documents including plans		
Applications upon which Council has commented - All consultative documents including plans	12 months	Management
Recorded Meetings		
Recorded purely for the intention of having accurate minutes	Retain until minutes approved and then delete	Management
Recorded as an official record of the meeting	3 years	Management

General correspondence		
General correspondence will be retained as long as relevant.	The minimum period is I year	Management

An annual review of all documentation should be carried out with unnecessary items marked for destruction/ deletion and the remainder being considered for archiving.

This procedure has been approved & adopted by Sibbertoft Parish Council

Chairman:

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