

Great Yeldham Parish Council



Document Retention Policy

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Great Yeldham 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, who is required to manage the Council's records in such a way as to promote compliance with this policy so that information can be retrieved easily, appropriately and in a timely manner.

Parish Councillors are required to pass all documents and records whether received electronically or in hard copy to the Parish Clerk for retention in accordance with this policy and in the event of a Parish Councillor resigning or failing to retain their post as a result of an election, it is the Parish Councillor's responsibility to ensure anything that remains within their possession but is related to the business of the Parish Council is passed to the Parish Clerk within 10 working days of ceasing to hold the position of a Parish Councillor.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of:

- Freedom of Information Policy/Publication Scheme
- Data Protection Policy/

And with other legislation or regulations 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 retention schedule refers to record series regardless of the media in which they are stored.

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCIL

Document/File	Minimum Retention Period	Reason	Location
Cemeteries			
Register of Burials	Indefinite	Management	Fire Safe Computer
Register of Purchased/Reserved Grave Plots	Indefinite	Management	Fire Safe Computer
Applications for Internments	Indefinite	Management	Fire Safe Computer
Application for right to erect a memorial	Indefinite	Management	Fire Safe Computer
Disposal Certificates	Indefinite	Management	Fire Safe Computer
Exclusive Rights of Burial Grants	Indefinite	Management	Fire Safe Computer
General Correspondence	1 years from resolution	Management	Computer
Councillors			
Declaration of Acceptance	Term of Office	Management	Clerks Office Computer
Members Register of Interest	Register of Interest and relevant documents are retained by and available from Braintree District Council Website Original copy held on file until individual ceases to be a member		
Members' and employees' allowances and expenses	7 years	Audit/tax/management	Fire Safe
Data Protection/Freedom of Information			
Information Audit	For as long as it is useful or relevant	Management	Computer
Registrations	For as long as it is useful or relevant	Management	Computer
Data Access Requests	1 years from clearance	Management	Computer
Freedom of Information Requests	1 years from clearance	Management	Computer

Finance and Payroll			
Annual Accounts	Indefinite	Archives	Fire Safe Computer
Annual Return (Audit)	Indefinite	Archives	Fire Safe Computer t
Asset Register	Indefinite	Archives	Fire Safe Computer
Bank Statements	7 Years	Audit/Management	Fire Safe Clerk Office
Cheque Book Stubs	2 years from last completed audit	Audit/Management	Fire Safe Clerk Office
Fees and Charges (Cemetery/Photocopying/ 4 Villages Magazine	5 years	Management	Computer
Quotation and tenders	7 years	Audit	Fire Safe Clerks Office Computer
Invoices Paid / Raised	7 years	Audit/VAT	Fire Safe Clerks Office
Paying in book stubs	2 years from last completed audit	Management	Fire safe Clerks Office
Purchase Orders	7 years	Audit/VAT	Fire Safe Computer
Receipt and payments accounts	Indefinite	Parish Archive	Fire Safe Computer
Payroll, Tax and NI Records	7 years	Audit	Fire Safe Computer
VAT Records	7 Years	Audit/VAT	Fire Safe Computer
Health and Safety			
Accident Reports – Events	25 years from closure	Management	Computer
Risk Assessment – Events	Reviewed Annually	Management	Computer
Play Equipment / Skate park inspection reports	40 years	Insurance	Fire Safe Computer
Insurance			
Certificate of Employer's Liability	40 years	Audit/Legal	Fire Safe Computer
Certificate of Public Liability	40 years	Audit/Legal	Fire Safe Computer
Insurance policies/schedules	While valid	Management	Computer
Insurance Claim Records	7 Years after closure (Allowing for claimant to reach age of 25)	Legal	

Legal			
Deeds, conveyances, leases, agreements, and contracts	Indefinite	Audit/Parish Activities	Birkett & Long Copies Fire Safe and Computer
Documents for legal purposes <ul style="list-style-type: none"> • Breach of Trust • Contract • Defamation • Leases • Negligence • Personal injury • Rent • Sums recoverable by statute • To recover land 	Category Limitation period <ul style="list-style-type: none"> • None • 6 years • 1 year • 12 years • 6 years • 3 years • 6 years • 6 years • 12 years 	Legal	Fire Safe Computer
Trust documents	Indefinite	Audit/VAT	Fire Safe Computer
Minutes and Correspondence			
Minutes/Books/Files	Indefinite	Archives/Legal	Fire Safe Computer
Complaints	2 years from clearance	Management	Computer Computer
Emails/general correspondence and information (those not covered within the retention policy)	6 months or for as long as relevant/useful	Management	Computer Clerks Office
Miscellaneous			
Documents, plans, maps or articles having local or historic interest	For as long as relevant/useful	Archives (Essex Records Office will advise on what should be retained)	Fire Safe Computer Clerks Office
Magazines, journals, advertising material published by or on behalf of the Parish Council	For as long as relevant/useful	Management	Clerks Office Computer Computer
Reports and Newsletters	For as long as relevant/useful	Management	Computer
Press Releases	5 years	Management	Clerks Office Computer
Public Consultation: surveys/questionnaires	5 years	Management	Clerks Office Computer
Personnel			
Application Forms (interviewed – unsuccessful)	6 Months	Management	Computer

Personnel Records, Contracts,	6 years after ceasing employment	Management	Computer
Training Records	Term of office or period of employment plus 6 months	Management	Computer
Correspondence relating to staff	Term of employment plus 7 years	Management	Computer Computer
Planning			
Planning application correspondence received from residents	1 year	Management	Computer
Planning applications	All planning applications and relevant documents and decision notices are retained by and available from Braintree District Council		
Parish and Neighbourhood Plans and similar documents	For as long as they are in force plus 2 years	Management	Clerks Office

General correspondence will be retained for as long as is relevant, the minimum period 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

Disposal Procedures

All documents that are no longer required for administrative purposes will be shredded and disposed of