

# KEEPING OF DOCUMENTS

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## Retention of Documents Policy

*Policy adopted: Council meeting on 20<sup>th</sup> March 2018*

*Reviewed: 19<sup>th</sup> March 2020*

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.

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**

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 they are required to manage the Council's records in such a way as to 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.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute Books/Registers/Annual Audit (draft minutes to be destroyed following approval of minutes at next meeting Returns	Indefinite	Archive
Scales of Fees and Charges	6 years	Management
Receipt and Payment Account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank Statements, including deposit/savings accounts	6 years	Audit
Bank Paying-in Books	6 years	Audit
Cheque Book Stubs	6 years	Audit
Quotations and Tenders	12 years/indefinite	Statute of Limitations
Paid Invoices	6 years	VAT
Paid Cheques	6 years	Statute of Limitations
VAT Records	6 years	VAT
Playground inspection reports	21 years	Possible claim
Petty Cash, Postage and Telephone Books	6 years	Tax, VAT, Statute of Limitations
Timesheets	Last completed Audit Year	Audit
Wages Books	12 Years	Superannuation
Insurance Policies	While Valid	Management
Investments	Indefinite	Audit, Management
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit, Management
Members' Allowances Register	6 years	Tax, Statute of Limitations
Halls, Centre, Recreation Grounds: ❖ Applications to Hire ❖ Lettings Diaries ❖ Copies of Bills to Hirers ❖ Records of Tickets Issued	6 years	VAT
Burial Grounds:	Indefinite	Archives,

<ul style="list-style-type: none"> <li>❖ Register of Fees Collected</li> <li>❖ Register of Burials</li> <li>❖ Register of Purchased Graves</li> <li>❖ Register/Plan of Grave Spaces</li> <li>❖ Register of Memorials</li> <li>❖ Applications for Interment</li> <li>❖ Applications for Right to Erect Memorials</li> <li>❖ Disposal Certificates</li> <li>❖ Copy Certificates of Grant of Exclusive Right of Burial</li> </ul>		<p><b>Cemeteries Orders, Cremations, Regulations</b></p>
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❖ Declarations of acceptance	❖ Term of Office+ 1 year	❖ Management
❖ Members register of interests' book	❖ Term of Office+ 1 year	❖ Management
❖ Complaints	❖ 1 year	❖ Management
❖ General information	❖ 3 months	❖ Management
❖ Routine correspondence & emails	❖ 3 years	❖ Management

**NOTE: PLANNING APPLICATIONS**

It is recommended that Planning Applications received for comment be disposed of after approval has been given by the Planning Authority – unless a specific reason exists i.e. controversial local issue etc. Refused Planning Applications should be retained at the discretion of the Clerk (and only for two years). All planning application matters which follow should be referred to the Planning Authority concerned.

**Disposal procedures:** all documents that are no longer required for administrative reasons should be shredded and disposed of.

Tony Payne  
Clerk Bonsall Parish Council

22 March 2018