

# Retention of Documents and Records Management Policy

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ST10 4RQ

Checkley 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 can be achieved and audited and has been drawn up within the context of the Freedom of Information policy, GDPR and other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

#### Scope of the Policy:

This policy applies to all records created, received or maintained by the Parish Council (regardless of the media in which they are stored) 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 therefore 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 reasons.



#### Responsibilities

The person with overall responsibility for this policy is the Clerk to the Parish Council. The Clerk will give guidance on good records management practice and ensure compliance with this policy so that information will be retrieved easily, appropriately and in a timely fashion. Individual staff and Councillors must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with these guidelines. Retention Schedule Under the Freedom of Information Act 2000 the Parish Council is required to maintain a retention schedule listing the records it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained (regardless of the media in which they are stored) and the action which should be taken when it is of no further administrative use. Staff are expected to manage their 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.

At the end of the relevant period all documents will be securely destroyed except for those which will be stored in a secure location.

| Document                                       | Minimum Retention Period   | Reason           |
|--|--|------------------|
| <b>Required for audit purposes</b>             |  |                  |
| Signed minutes of Council meetings (hard copy) | Indefinite   | Archive          |
| Annual Accounts                                | Indefinite   | Archive          |
| Annual Returns                                 | Indefinite   | Archive          |
| Bank Statements                                | 8 years  | Audit/Management |
| Cheque Book Stubs & Paying in Books            | Last completed audit year  | Audit/Management |
| Quotations and Tenders                         | 8 years  | Audit/Management |
| Paid Invoices                                  | 8 years  | Audit/VAT        |
| VAT Records                                    | 8 years  | Audit/VAT        |
| Insurance Policies                             | Whilst valid   | Audit            |
| Cert of Employees Liability                    | 40 years   | Audit/Legal      |
| Cert of Public Liability                       | 40 years   | Audit/Legal      |
| Asset Register                                 | Indefinite   | Audit            |
| Deeds, Leases                                  | Indefinite   | Audit            |
| Declarations of Acceptance                     | Term of Office +1 year   | Management       |
| Members Register of Interests                  | Term of Office + 1 year  | Management       |
| Complaints                                     | 1 year   | Management       |
| General Information                            | 3 months   | Management       |
| Routine Correspondence and Emails              | 6 months   | Management       |
| Planning Applications                          | All planning applications and relevant decision notices are available from Staffordshire Moorlands District Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection to these applications are recorded in the Authority minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated in the above schedule. |                  |

***This Freedom of Information Policy was reviewed and adopted by Checkley Parish Council:***

|                          |   |
|--------------------------|---|
| <b>Meeting Date:</b>     | 15 <sup>th</sup> September 2020   |
| <b>Minute Reference:</b> | 09.20/5e  |
| <b>Signed By:</b>        |  |
|                          | <b>The Chairman (vice)</b>  |
| <b>Signed By:</b>        |  |
|                          | <b>The Parish Clerk</b>   |

***Reviewed by Checkley Parish Council June 2021***