**Morebath Parish Council**

**Retention of Documents Policy**

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| **Reviewed** | **Adopted** |
|  | **3 May 2021** |
| **22 May 2023** | **22 May 2023** |

**Introduction**

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 policy provides a framework through which this effective management and

retention of public records can be achieved and properly audited.

It covers the scope of the policy, the responsibilities of the Parish Council and a retention schedule.

**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 or electronically.

Some 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 requirements. 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.

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.

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 retain a copy for the official record.

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. Councillors should be aware that records that they hold may be subject to the provisions of the Data Protection Act 1998; the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

**Retention Schedule**

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the types of records which is creates or holds in the course of its business.

The retention schedule lays down the length of time which the record needs to be retained for 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.

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

This policy will be reviewed annually by Morebath Parish Council.

Adopted by Morebath Parish Council on *to be inserted after adoption*

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Chairman

**Retention Schedule**

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|  | **Document** | **Minimum Retention** | **Reason** |
| **Minutes & Correspondence** | Minute Book | Indefinite | Archive |
|  | Correspondence/Papers important local issues/activities | Indefinite | Archive |
|  | Routine correspondence, papers and emails | 1 year | Management |
| **Finance and Payroll** | Receipts and payments books | Indefinite | Archive |
|  | Annual Return and audited accounts | Indefinite | Audit/management |
|  | Cheque book stubs | Last completed audit | Management |
|  | Paying in books | Last completed audit | Management |
|  | Budgetary control papers | 2 years + current year | Audit |
|  | Bank Statements | 7 years | Audit/management |
|  | Quotations | 7 years | Audit |
|  | Paid invoices | 7 years | Audit/VAT |
|  | VAT records | 7 years | Audit/VAT |
|  | Salary records | 7 years | Audit |
|  | Tax and NI Records | 7 years | Audit |
| **Insurance Policies** | Insurance Policies | Whilst valid | Audit |
|  | Cert. Employers Liability | 40 years | Audit/Legal |
|  | Cert. Public Liability | 40 years | Audit/Legal |
|  | Insurance Claim Records | 7 years after conclusion | Legal |
|  | Policy Renewal Records | Whilst valid | Management |
| **General Management** | Assets Register | Indefinite | Audit |
|  | Deeds, leases | Indefinite | Audit |
| **Councillors** | Register of Councillors Interests | 18 months after individual ceases to be a Councillor | Management |
|  | Declarations of Acceptance | Term of Office + 1 year | Management |
| **Employee** | Application forms (unsuccessful) | 6 months | Management |
|  | Application forms(successful) | Period of employment + 6 months | Management |
|  | Disciplinary records | Period of employment + 6 months | Management |
|  | Personal files (appraisals/pay reviews etc) | Period of employment + 6 months | Management |
| **Miscellaneous** | Complaints | 2 years after closure | Management |
|  | Information requests | 2 years after closure | Management |
|  | Press releases | 5 years | Management |
|  | Public consultations | 5 years | Management |
|  | Reports, newsletters | As long as is useful | Management |

**General correspondence**

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.

**Recordings of meetings**

Meetings of the Parish Council are not recorded.

**Planning Applications**

All planning applications and relevant decision notices are available at the relevant planning authority (North Devon Council or Devon County Council) and there is no requirement to retain duplicates locally.

All Parish Council recommendations in connection with these applications are recorded in the Council’s minutes and are retained indefinitely.

Correspondence received in connection with applications will be retained until

the development is completed.

**Disposal**

Documents to be disposed of by the holder and to be shredded if they contain sensitive or confidential information, or personal information.

Electronic documents to be deleted and recycling bin cleared.