

# St Margaret's at Cliffe Parish Council

## Retention and Disposal of Documents Policy

Discussed and approved at a meeting of the Council on 9<sup>th</sup> November 2020

St Margaret's at Cliffe Parish Council recognises that the efficient management of its records is necessary to comply with legal and regulatory obligations and to contribute to the effective management of the Parish Council. This document serves to set out the framework by which this can be achieved and audited.

The Policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. These records may be created, received or maintained in hard copy or electronically.

### 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. The Clerk must ensure that the records for which she/he is responsible are accurate and are maintained and disposed of appropriately.

Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. 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 appropriately.

### Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the records which it creates in the course of its business. The schedule sets out 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. **See Appendix A.**

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 records regardless of the media in which they are stored.

Destruction of documents will be undertaken in accordance with this Policy.

## Appendix A

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	N/A
Receipt and Payment Accounts	Indefinite	Archive	N/A
Bank statements including deposit/saving accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980	Confidential waste
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980	Confidential waste
VAT records	6 years	VAT	Confidential waste
Wages payroll and pension records	6 years	Pensions Act 2014	Confidential waste
Insurance policies	While valid	Management	Bin
Certificate of insurance against liability for employees	40 years from date on which insurance commenced or was renewed	Employers Liability (Compulsory Insurance) Regulations 1998	Bin
Playing Field Inspections	5 years	Management	Bin
Title deeds, leases, agreements, contracts	Indefinite	Management	N/A
Magazines/journals	Retained for as long as useful	Management	Bin
General correspondence	One year unless it relates to specific categories in this policy	Management	Bin