



EVERSLEY PARISH COUNCIL

Record Management

Policy for the Retention and Disposal of Documents

Adopted 15th May 2018

Eversley 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 overall management of the Parish Council. This document provides the overall policy framework through which this effective management can be achieved.

Objectives:

- To meet the requirements under the General Data Protection Regulation (GDPR), Freedom of Information and Human Rights legislation.
- To ensure that records are retained for the appropriate length of time to satisfy legal, financial and other requirements.
- To provide consistent approach to record management.

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.
- This policy applies to all records in any format - hard copy or electronic.

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 this policy is the Clerk of the Council.
- The Clerk & councillors must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines.
- No records particularly those containing personal data will be retained longer than necessary

- All council related email correspondence must be carried out through official council email addresses. Unless there is a valid reason to retain an email for longer, it should only be kept for as long as it is useful to a maximum of 6 months.

Destruction:

- Back-up copies stored on alternative media must be destroyed at the same time as the original
- Information held on more than one medium, including the website, should be destroyed at the same time.
- Confidential or sensitive data **must** be shredded. All other documentation should be shredded.
- Records which are duplicated, unimportant or only of a short-term value should be destroyed in the normal course of business.
- Electronic mailboxes must be routinely reviewed and emails kept a maximum 6 months.

Record Type	Minimum Retention Period	Reason
Council Administration		
Signed minutes of council & committee meetings	Permanent	Archive
Reports considered by council & committees	Permanent	Archive
Agenda Papers	Permanent	Archive
Notes taken to compile minutes	Destroy once minutes approved	Management
Draft documents	Destroy once final version has been approved	Management
Routine Correspondence hard copy & email	Retain as long as useful	Management
Requests under FOI Act	5 years	Management
Complaints	5 years after closure of case	Management
Publications received incl. magazines & journals, reports from other bodies	Retain as long as useful and relevant	Management
Members		
Register of Interests	18 mnths after individual ceases to be a member	Management
Members' Declarations of Interest	Permanent (noted in minutes)	Management
Dispensations under Localism Act 2012	Permanent (noted in minutes)	Management
Finance		
Annual Return & Year-End Accounts	Permanent	Archive
Financial ledgers – receipts & payments	Permanent	Archive
Receipt Books	6 years	VAT/audit
Copy invoices (sales)	6 years	VAT/audit
Paid invoices (purchases)	6 years	VAT/audit
Bank Statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Budget	Permanent (with minutes)	Archive
Budgetary preparation papers	2 years + current	Audit
Budgetary monitoring/control papers	2 years + current	Audit
Audit Reports – internal & external	6 years	
VAT records	6 years	VAT
Quotations & tenders	6 years	Limitations Act 1980
Scales of Fees and Charges	6 years	Management
Investments	Indefinite	Audit/Management
Payroll Files	12 years	Superannuation
Claim forms – expenses & timesheets	Last completed audit year	Audit
Insurance		
Insurance Policy & records	While valid	Management
Claims Records & correspondence	7 years after all obligations are concluded	Legal requirement
Certificate of Employer's Liability	40 years	Legal requirement

Record Type	Minimum Retention Period	Reason
Human Resources		
Personal files (not including payroll)	6 years after cease employment	Management
Application Forms (unsuccessful)	6 months	Management
Grievance & Disciplinary records	Retain for period of employment	Management
Performance Development	5 years or period of employment	Management
Property & Legal		
Asset Register	Permanent	Audit & Management
Leases (where EHPC is lessee) & Copies of Land Register	Permanent	Archive
Leases (where lessor)	6 years after expiry of lease	Management
Asset management records (inventories etc)	2 years	Management
Service records of equipment	7 years after disposal	Management
S106 Agreements	Permanent	Archive
Contract Documentation	6 years after completion	Limitation Act 1980
Unsuccessful quotes/tenders	2 years	Audit
Facilities		
Hire Agreements	6 years	VAT
Lettings Records	6 years	VAT
Copy Invoices (as finance above)	6 years	VAT/audit
Allotments		
Register and plans	Permanent	Audit/Management
Health & Safety		
Equipment Inspection Records	6 years from disposal of equipment	Statutory
Premises Inspection Records	6 years from disposal of equipment	Management
Accident Record Books (adults & children)	25 years from closure of book	Statutory
Risk Assessments	3 years from closure	Management
Planning		
Applications – all consultative documents	Not retained	Held by planning authority
Council Comments	Not retained separately Permanent (in Minutes)	Held by planning authority
Public Relations		
Council publications – newsletters/leaflets	Permanent (1 copy)	Archive
Press Releases	6 years (review)	Possible Archive
Press cuttings	Permanent	Archive