

# Sancreed Parish Council

## Document Retention & Disposal Policy

**ADOPTED FEB 2023**

REVIEW FEB 2024

### Introduction

Sancreed Parish Council recognizes 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
- Relationships with existing policies
- 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 this policy is the Clerk.

The Clerk will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely fashion.

The Parish Council will only keep data for as long as it is necessary to do so.

### Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy

- General Privacy Notice
- Privacy Notice
- Publication Scheme

and with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

### 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.

Members of staff are expected to manage their current 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.

The retention schedule refers to record series regardless of the media in which they are stored.

### Planning Applications

All planning applications and relevant decision notices are available from Cornwall Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below.

### List of Documents

Document	Minimum Retention Period	Reason	Disposal
<b>Minutes &amp; Correspondence</b>			
Signed Minutes	Indefinite	Archive, Public inspection	n/a
Agendas	5 years	Management	Recycled waste
General emails and correspondence	Retained for as long as document is needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal & other rights & interests	Management	Confidential waste
Information from other bodies (eg CALC)	Retained for as long as document is useful	Management	Recycled waste

Local / historical information	Indefinite	To be securely kept for the benefit of the Parish	n/a
Magazines and journals	Retained for as long as document is useful	The Legal Deposit Libraries Act 2003	Recycled waste
<b>Insurance</b>			
Accident/incident reports	20 years	Potential claims	Confidential waste*
Insurance policies	While valid	Management	Confidential waste
Insurance claims	7 years after all obligations are concluded or child reaches age of 25	Limitation Act 1980 (as amended)	Confidential waste
Insurance certificates	40 years	The Employers Liability (Compulsory Insurance) Regulations 1998 (SI2753)	Recycled waste
Health & Safety inspection records	6 years	Management	Recycled waste
<b>Finance &amp; Payroll</b>			
Audited Accounts	Indefinite	Audit	n/a
Receipt and payment accounts	Indefinite	Archive	n/a
Receipts books of all kinds	6 years	VAT	Recycled waste
All bank statements	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 (successful)	6 years	Limitation Act 1980 (as amended)	Confidential waste*
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste
VAT records	6 years	VAT	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year	Audit	Recycled waste
Wages / payroll	6 years from end of employment	Audit	Confidential waste
Scale of fees & charges	6 years	Management	Recycled waste
Budgets	Indefinite	Local Choice	n/a
Asset register	Indefinite	Audit	n/a
<b>Human Resources</b>			
Staff files	6 years from end of employment	Audit	Confidential waste

Job applications (unsuccessful)	6 months from time of appointment	Management	Confidential waste
<b>Miscellaneous</b>			
Strategic Plans	Until superseded	Common Practice	Recycled waste
Policies & Operational Procedures	Until superseded	Common Practice	Recycled waste
Declarations of office	Term of office	Management	Confidential waste
Members register of interests	Term of office	Management	Confidential waste
Complaints	2 years from resolution	Management	Confidential waste
Investments	Indefinite	Audit, Management	n/a
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	n/a
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste
Legal/Litigation Files	6 years	Common practice	Confidential waste

\* a list will be kept of those documents disposed of to meet GDPR requirements

All confidential waste will be disposed of securely.