



St Stephen in Brannel Parish Council

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RETENTION OF DOCUMENTS POLICY¹

St Stephen in Brannel 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 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.

¹ Adopted by Full Council on the meeting held on Wednesday 4 July 2018 under minute number FPC161/18. The policy will be reviewed two years from adoption or following a change in legislation/guidance.

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 to the Parish Council.

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 timely.

Individual staff and employees 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.

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	Location Retained	Disposal
Minutes and Correspondence				
Signed Minutes	Indefinite	Archive	Parish Council office	NA
Agendas	Indefinite	Archive	Parish Council office	NA
General emails and correspondence	Retained for as long as document is needed and to a maximum of 3 years	Management	Parish Council office	Confidential waste
Information from other bodies (ie. circulars from CALC)	Retained for as long as document is useful	Management	Parish Council office	Bin
Local/historical information	Indefinite	To be securely kept for the benefit of the Parish	Parish Council office	NA
Magazines and journals	Retained for as long as document is useful	The Legal Deposit Libraries Act 2003	Parish Council office	Bin
Insurance				
Accident/incident reports	20 years	Potential claims	Parish Council office	Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the GDPR requirements.
Insurance policies	While valid	Management	Parish Council office	Confidential waste

Insurance claims	7 years after all obligations are concluded or child reaches age of 25	Limitation Act 1980 (as amended)	Parish Council office	Confidential waste
Insurance certificates	40 years	The Employers Liability (Compulsory Insurance) Regulations 1998 (SI 2753)	Parish Council office and County Archives	Bin
Health & safety inspection records	6 years	Management	Parish Council office	Bin
Finance and Payroll				
Receipt and payment accounts	Indefinite	Archive	Parish Council office or County Archives	NA
Receipts books of all kinds	6 years	VAT	Parish Council office	Bin
All bank statements	Last completed audit year	Audit	Parish Council office	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Parish Council office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Parish Council office	Confidential waste
Quotations and tenders (successful)	6 years	Limitation Act 1980 (as amended)	Parish Council office	Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the GDPR requirements
Paid invoices	6 years	VAT		Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Parish Council office	Confidential waste
VAT records	6 years	VAT	Parish Council office	Confidential waste

Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Parish Council office	Confidential waste
Timesheets	Last completed audit year	Audit	Parish Council office	Bin
Wages/payroll	12 years	Superannuation	Parish Council office	Confidential waste
Scale of fees and charges	6 years	Management	Parish Council office	Bin
Salary records	6 years from end of employment	Audit	Parish Council office	Confidential waste
Tax & NI records	6 years from end of employment	Audit	Parish Council office	Confidential waste
Asset register	Indefinite	Audit	Parish Council office	NA
Rent records	12 years	VAT, Audit	Parish Council office	Confidential waste
Human Resources				
Staff files	6 years from end of employment	Audit	Parish Council office	Confidential waste
Job applications (unsuccessful)	6 months from time of appointment	Management	Parish Council office	Confidential waste
Brannel Room Hire				
Booking policy	6 years	Management	Parish Council office	Bin
Copies of invoices to hirers	6 years	VAT	Parish Council office	Confidential waste
Letting diary	6 years	Management	Parish Council office	Confidential waste
Miscellaneous				
Declarations of office	Term of office	Management	Parish Council office	Confidential waste
Members register of interests	Term of office	Management	Parish Council office	Confidential waste
Complaints	2 years from resolution	Management	Parish Council office	Confidential waste
Investments	Indefinite	Audit, Management	Parish Council office	NA
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Parish Council office and County Archives	NA

Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Parish Council office	Confidential waste
Allotments				
Register and plans	Indefinite	Audit, Management	Parish Council office and County Archives	NA
Lease agreements	Whilst valid	Management	Parish Council office	Confidential waste
Burial Grounds				
Register of Burials	Indefinite	Management	Parish Council office	NA
Register of purchased graves	Indefinite	Management	Parish Council office	NA
Register/plan of grave spaces	Indefinite	Management	Parish Council office	NA
Register of memorials	Indefinite	Management	Parish Council office	NA
Applications for interment	Indefinite	Management	Parish Council office and County Archives	NA
Applications for right to erect memorial	Indefinite	Management	Parish Council office and County Archives	NA
Disposal certificates	Indefinite	Management	Parish Council office	NA
Copy of exclusive right of burial	Indefinite	Management	Parish Council office	NA
General correspondence	Retained for as long as document is needed and to a maximum of 3 years	Management	Parish Council office	Confidential waste
Invoices	Indefinite	Management	Parish Council office	NA
Rules and regulations	Whilst valid	Management	Parish Council office	Bin