

Wokingham Without Parish Council



Retention of Documents and Records Management Policy

DRAFT

Introduction

Wokingham Without 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 (including cloud-based storage and back-up).

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 person responsible for records management 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
- Data Protection policy/Publication Scheme
- General Data Protection Regulation

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.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when creating new record keeping systems.

The retention schedule refers to all records regardless of the media in which they are stored.

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCIL

Document	Minimum Retention Period	Reason
Signed minutes of council meetings (Hard copy)	In perpetuity	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts (Hard copy)	6 years	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books/Payroll records	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date from when insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
For Halls, Centre, Recreation Grounds		
Application to hire	6 years	VAT
Lettings diaries	6 years	VAT

Copies of invoices to hirers	6 years	VAT
Health and Safety		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection records	25 years	Management
Risk assessment	3 years from last assessment	Management
Members		
Register of members interests	18 months after individual ceases to be a Member	Management
Miscellaneous		
Complaints	5 years after closure of case	Management
Press releases	6 years	Management
Public consultation - survey and returns	5 years	Management
Register of Officer interests	Indefinite	Management
Reports, newsletters etc	Retain as long as useful	Management
Planning		
Planning applications where granted, plans and decision letters	Until development completed	Planning and enforcement
Appeal decision notice	Until development completed, maybe longer as may set a precedent	Planning and enforcement
Planning applications where refused, plans and decision letters	Until period in which appeal can be made expires	Planning and enforcement
Structure plans, Local Plans and similar documents	As long as in force	Planning and enforcement
Documentation for Legal purposes (unless extended)		
Negligence	6 years	Limitation Act 1980 (as amended)
Defamation	1 year	Limitation Act 1980 (as amended)
Contract	6 years	Limitation Act 1980 (as Amended)
Sums recoverable	6 years	Limitation Act 1980 (as amended)
Leases	12 years	Limitation Act 1980 (as amended)
Personal injury	3 years	Limitation Act 1980 (as amended)
To recover land	12 years	Limitation Act 1980 (as Amended)
Rent	6 years	Limitation Act 1980 (as Amended)