

## PROBUS PARISH COUNCIL RETENTION OF DOCUMENT POLICY

The Parish Council recognised that 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 thorough which this effective management can be achieved and audited.

It covers:

### 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 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 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 is required to manage the Council's records in such a way as to promote compliances with this policy so that information will be retrieved easily, appropriately and in a timely manner.

### RETENTION SCHEDULE

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the recorded 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 system 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 series regardless of the media in which they are stored.



	<b>Document</b>	<b>Minimum Retention/custody</b>	<b>Final decision</b>
<b>Minutes &amp; Correspondence</b>			
	Minute Book	5 years	Archive
	Correspondence/Papers important local issues/activities	5	Archive
	Routine correspondence, papers and emails	1 year	Destroy
<b>Finance and Payroll</b>			
	Receipts and payments books	7	Archive
	Annual Return and audited accounts	7	Archive
	Cheque book stubs	7	Destroy
	Paying in books	7	Destroy
	Budgetary control papers	2 years + current year	Destroy
	Bank Statements	7 years	Destroy
	Quotations	7 years	Destroy
	Paid invoices	7 years	Destroy
	VAT records	7 years	Destroy
	Salary records	7 years	Destroy
	Tax and NI Records	7 years	Destroy
<b>Insurance Policies</b>			
	Insurance Policies	Whilst valid	Destroy
	Cert. Employers Liability	40 years	Destroy
	Cert. Public Liability	40 years	Destroy
	Insurance Claim Records	7 years after conclusion	Destroy
	Policy Renewal Records	Whilst valid	Destroy
<b>General Management</b>			
	Assets Register	Indefinite	Archive
	Playground equipment inspection reports	21 years	
	Deeds, leases	Indefinite	Archive
<b>Councillors</b>			
	Register of Councillors Interests	18 months after individual ceases to be a Councillor	Archive
	Declarations of Acceptance	Term of Office + 1 year	Archive
<b>Employee</b>			



	Application forms (unsuccessful)	6 months	Destroy
	Application forms (successful)	Period of employment + 6 months	Destroy
	Disciplinary records	Period of employment + 6 months	Destroy
	Personal files (appraisals/pay reviews etc)	Period of employment + 6 months	Destroy
<b>Burial grounds</b>			
	Plans, registers of graves	5 or when complete	Archive
	Burial registers	When completed PC to retain a copy	Archive original
	Records of disinterment and applications for interment	5	Archive
	Records of memorial applications and those removed from graves	5	Archive
	Agreements concerning maintenance of ground, graves and memorials	5	Archive
	Papers for minor works (grass-cutting, repairs to property)	6	Destroy
<b>Miscellaneous</b>			
	Complaints	2 years after closure	Destroy
	Information requests	2 years after closure	Destroy
	Press releases	5 years	Archive sample
	Public consultations	5 years	Archive
	Reports, newsletters	As long as is useful	Archive sample

<b>Planning Applications</b>	All planning applications and relevant decision notices are available at Cornwall County 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.
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**Document Control**

Author	Probuss Parish Council
Owner	Probuss Parish Council
Date Approved	
Minute ref	
Review	