

Ewyas Harold Group Parish Council

Retention of Documents Policy

The 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.

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 responsibility for the implementation of this policy is the Clerk to the Parish Council, and the clerk is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Retention Schedule

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 retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

Disposal procedures: all documents that are no longer required for administrative reasons should be disposed of in a secure manner.

Retention of Documents

Records	Retention Period	Action	Reason
Administrative			
Signed council and committee minutes	Transfer to HRO after 6 years or once they become inactive	Preserve	Common practice
Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Agendas	Until there is no longer an administrative requirement	Destroy	Operational

Reports and other documents circulated with agendas	Until there is no longer an administrative requirement. Destroy these reports if copies are already included with signed minutes	Review	Common practice
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Register of electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence
Grouping orders	Until there is no longer an administrative requirement	Destroy	Operational
Byelaws and orders	Preserve one of each copy and transfer to HRO once they become inactive	Preserve	Common practice
Policy documents	Until there is no longer an administrative requirement	Review	Operational
Title deeds more than 100 years old	Transfer to HRO once they become inactive. HRO will not accept deeds still needed to prove title	Preserve	Common practice
Title deeds less than 100 years old	Transfer to HRO for review once they become inactive. HRO will not accept deeds still needed to prove title	Review	Common practice
Property registers and terriers	Transfer to HRO once they become inactive	Preserve	Common practice
Maps, plans, and surveys of property owned by the council	Transfer to HRO once they become inactive	Preserve	Common practice
Correspondence and papers on important local issues or activities	Until there is no longer an administrative requirement	Review	Operational
Village/parish appraisals, plans, millennium projects and supporting papers	Until there is no longer an administrative requirement	Review	Operational
Planning applications and related papers for major controversial developments	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Planning applications for minor works where permission is refused	6 years	Destroy	Limitation Act 1980
Leases, agreements, contracts and wayleaves	Until there is no longer an administrative requirement	Review	Operational
Quotations and tenders (successful)	12 years	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Routine correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Scale of fees and charges	Until superseded by new charges	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
Risk assessments	Once superseded by a new risk assessment or once inactive	Destroy	Operational
Personnel files	6 Years plus 6 Years for summary for nonmanagement staff; 12 Years after termination of service for management staff	Destroy	Risk of investigation regarding any future litigation

Personnel files – annual leave	2 years	Destroy	Operational
Recruitment data			
Successful	9 Months after recruitment finalised		Sex Discrimination Acts 1975 and 1986, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Sexual Orientation) Regulations, Employment Equality (Religion or Belief) Regulations
Unsuccessful	1 year after recruitment finalised plus current year	Destroy	
Financial			
Receipt and payment books	Transfer to HRO once they become inactive	Preserve	Herefordshire Council financial regulations
Rate books	Transfer to HRO	Preserve	Common practice
		Destroy, but preserve if the receipt and payment books have not survived	Herefordshire Council financial regulations
Annual audited accounts	6 years		
Accounts and statements	6 years	Destroy	Herefordshire Council financial regulations
Vouchers before 1950	6 years	Destroy	Herefordshire Council financial regulations
Cash and petty cash books and rent books	6 years	Destroy	Herefordshire Council financial regulations
Receipt books of all kinds	6 years	Destroy	Herefordshire Council financial regulations
Postage and telephone books	6 years	Destroy	Herefordshire Council financial regulations
Bank statements including deposit/saving accounts	6 years	Destroy	Herefordshire Council financial regulations
Bank paying-in books	Last completed Audit year	Destroy	Herefordshire Council financial regulations
Cheque book stubs	Last completed Audit year	Destroy	Herefordshire Council financial regulations
Paid invoices	6 years	Destroy	Herefordshire Council financial regulations

Paid cheques	6 years	Destroy	Herefordshire Council financial regulations
VAT records	6 years	Destroy	VAT Act 1994
VAT claims	6 years	Destroy	VAT Act 1994
Time sheets	Last completed Audit year	Destroy	Herefordshire Council financial regulations
Wage books	12 years	Destroy	Statute of Limitation
Members' allowances register	6 years	Destroy	Statute of Limitation
Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, copies of bills to hirers and records of tickets issued	6 years	Review with the view to destroy	Herefordshire Council financial regulations
Miscellaneous			
Maps created under the provision of the Rights of Way Act 1932	Transfer to HRO once they become inactive	Preserve	Common practice
Papers concerning Rights of Way	Until there is no longer an administrative requirement	Destroy	Operational
Community magazines or newsletters	Until there is no longer an administrative requirement	Review	Operational
Charity papers	Until there is no longer an administrative requirement	Review	Operational
Press cuttings book	Until there is no longer an administrative requirement	Review	Operational
Photographs	Until there is no longer an administrative requirement	Review	Operational
Any records predating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, tithe maps and apportionments, enclosure awards etc.	Transfer to HRO immediately	Preserve	Common practice
Records of other bodies such as burial boards, charities, fire brigades, Home Guard unit, local society or ad hoc committee	Transfer to HRO once they become inactive	Preserve	Common practice
Reports, guides, handbooks etc received from other organisations	Until there is no longer an administrative requirement	Review	Operational

Adopted at the parish council meeting on 14th June 2016

Signed:

Chairman