

# HOLBROOK PARISH COUNCIL

## Document Retention Policy

Holbrook 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. Records may be deposited with Suffolk County Council's Record Office.

### **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 the implementation of this policy is the Clerk to the Parish Council, and he/she 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.

### **Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy

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 retention periods when creating new record keeping systems.

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

## RETENTION OF DOCUMENTS

<b>KEY: PO = Parish Office, SRO = Suffolk Record Office, R = Recycle, S = Shred/ burn, B = Bank or other arranged local repository</b>			
<b>DOCUMENT</b>	<b>Minimum retention</b>	<b>Reason</b>	<b>Storage &amp; Disposal</b>
<b>FINANCIAL &amp; ADMINISTRATIVE RECORDS</b>			
Signed minutes of council meetings (hard copy)	Indefinite	Archive	Clerk/SRO
Annual accounts	Indefinite	Archive	Clerk/SRO
Annual return	Indefinite	Archive	Clerk/SRO
Bank statements	7 years	Audit/Management	Clerk/S
Cheque book stubs	Last completed audit	Management	Clerk/S
Paying-in books	Last completed audit	Management	Clerk/S
Contracts	7 years after completion of project	Audit	Clerk/S
Quotations and Tenders	7 years	Audit/VAT	Clerk/S
Paid invoices	7 years	Audit/VAT	Clerk/S
VAT records	7 years	Audit/VAT	Clerk/S
Salary records	7 years	Audit	Clerk/S
Tax and NI records	7 years	Audit/legal	Clerk/S
Insurance policy	While valid	Audit/legal	Clerk/S
Cert of Employers' Liability	40 years	Audit/legal	Clerk/S
Cert of public liability	40 years	Audit/legal	Clerk/S
Investments	Indefinite	Audit	Clerk/SRO
Asset register	Indefinite	Audit	Clerk/SRO
Deeds, leases, licences	Indefinite	Audit/archive	Clerk/B/SRO
Playground inspection reports	40 years	Insurance	Clerk/S
Playing field and pavilion application to hire, lettings diaries and copies of bills to hire etc.	7 years	Audit/VAT	Clerk/S
<b>PLANNING APPLICATIONS</b>			
All planning applications and relevant decision notices are available on the Babergh District Council website. 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 (see Correspondence)

**STAFF AND COUNCILLORS INFORMATION**

Applications for co-option	Term of office + 1 year	Management	Clerk/S
Declarations of acceptance of office	Term of office + 1 year	Management	Clerk/S
Members register of interests	Term of office + 1 year	Management	Babergh DC
Employees records	Employment period + 3 years from end of relevant tax year	Management	Clerk/S

**CORRESPONDENCE**

Complaints	Resolution + 1 year	Management	Clerk/S
Magazines, journals and other general information	3 months or as long as useful	Management	Clerk/R
Routine correspondence and emails	Completion of relevant issue + 6 months or as long as useful	Management	Clerk/S

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