

## **MESSINGHAM PARISH COUNCIL**



### **Retention of Documents Policy**

The Parish Council recognises 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.

The policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. These records may be created, received or maintained in hard copy or electronically.

This document provides the policy framework through which effective management can be achieved and audited. It ensures compliance of the General Data Protection Regulations (GDPR) and addresses the principle that personal data shall not be kept for longer than is necessary.

It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation which could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.

There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, superseded, unimportant or only of a short-term value.

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

An annual review of all documents should be carried out. All items and documents that have reached their deletion or destruction date being securely deleted or destroyed in accordance with General Data Protection Regulations. Confidential or Personal information will be shredded and disposed of.

Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

### **List of Documents**

A list of the Council's documents and the procedures for retention or disposal can be found below. This is updated regularly in accordance with any changes to legal requirements.

### Retention of Documents for Retention or Disposal

Document	Minimum Retention	Reason
Signed Minutes	Indefinite	Legal
Draft Minutes	Until confirmation of minutes	Management
Agenda	As long as useful	Management
<b>Finance &amp; Payroll</b>		
Receipt & Payment Accounts	Indefinite	Archive
Annual Returns	Indefinite	Archive
Budgetary control papers	2 years	Management/Audit
Bank Statements	Last completed audit	Audit
Cheque Book Stubs	Last completed audit	Audit
Paying in books	Last completed audit	Audit
Quotations & Tenders	6 years	Limitation Act 1980
Paid Invoices	6 years	VAT
VAT Records	6 years	VAT
Receipt books	6 years	VAT
Petty cash, postage	6 years	Audit, VAT, Statute limitations
Investments	Indefinite	Audit, Management
Payroll records	12 years	Superannuation
Timesheets	Last completed Audit-3 years	Audit/Personal injury
<b>Personnel</b>		
Personal files	6 Years after termination	Management
Recruitment data	6 months if unsuccessful	Management
<b>General Management</b>		
PC Policies	Whilst relevant/superseded	Insurance Audit
Scale of fees & Charges	6 years	Management
Asset Register	Indefinite	Audit
Risk Assessments	Whilst relevant/superseded	Management
Deeds and Leases	Indefinite	Legal
Inspection of Equipment/premises	21 years	Management
<b>Insurance</b>		
Insurance policies	Whilst valid	Management
Insurance Co. name & nos.	Indefinite	Management
Insurance Claim records	6 years after concluded	Legal requirement
Cert of Employers Liability	40 years	Employers liability
Accident books	20 years from closure	Potential claims
<b>Members</b>		
Declaration of acceptance	Term of office + 18 months	Management
Members Register of Interests	Term of office + 18 months	Management
Members allowances register	6 years	Tax, Statute of limitations
<b>Hire/Tenancy</b>		
Applications to hire	6 years	Management/Audit
Allotment tenancy agreements	1 year after termination	Legal/Management
Complaints	As long as useful	Management
Circulars/magazines	As long as useful	Management
General Correspondence	As long as useful	Management

Press releases	5 years	Management
Local Historical Information	Indefinite	Local Interest
Freedom of Info requests	2 years after closure	Management

### **Planning Applications**

All planning applications and relevant decision notices are available at North Lincolnshire Council. All Parish Council recommendations in connection with these applications are recorded in the Parish Council minutes which are retained indefinitely.

Policy approved: 11<sup>th</sup> June 2018 Minute reference: 1392 32d.iii)

Reviewed: 14 December 2020 Min. ref. 1554 127c)k)