

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 This usually applies to information that is duplicated, superseded, unimportant or only of a short-term value.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	Details/ Disposal Date
Signed Minutes	Indefinite	Legal	N/A
Draft Minutes	Until confirmation of minutes	Management	continual
Agenda	As long as useful	Management	
Finance & Payroll			
Receipt & Payment Accounts	Indefinite	Archive	N/A
Annual Returns	Indefinite	Archive	N/A
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	N/A
Payroll records	12 years	Superannuation	
Timesheets	Last completed Audit-3 years	Audit/Personal injury	
Personnel			
Personal files	6 Years after termination. Records connected to Child Protection concerns to be kept until retirement age of 67 or for 10 years whichever is longer.	Management	
Recruitment data	6 months if unsuccessful	Management	
General Management			
PC Policies	Whilst relevant/superseded	Insurance Audit	
Scale of fees & Charges	6 years	Management	
Asset Register	Indefinite	Audit	N/A
Risk Assessments	Whilst relevant/superseded	Management	
Deeds and Leases	Indefinite	Legal	N/A
Inspection of Equipment/premises	21 years	Management	
Child Safeguarding records	Until the child is 25 years old for concerns raised and acted upon. 6 years for concerns not acted on. For concerns regarding staff or volunteers (even if no longer associated with Parish Council) – until retirement age 67 years old or for 10 years whichever is longer.	Legal	

Insurance			
Insurance policies	Whilst valid	Management	
Insurance Co. name & nos.	Indefinite	Management	N/A
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	
Members			
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	
Hire/Tenancy			
Applications to hire	6 years	Management/Audit	
Allotment tenancy agreement	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	N/A
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: 11th June 2018 Minute reference: 1392 32d.iii)
Reviewed: 13 May 2024 Minute reference: 1800 11h)
Next review date: May 2025