



- This document sets out Tedburn St Mary Parish Council's approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.
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Documents and Data Retention and Disposal Policy

This document sets out Tedburn St Mary Parish Council's approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.

This document was approved on 4.4.22 and will be reviewed annually at the General Meeting each May.

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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 through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- 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.

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 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 Under the Freedom of Information Act 2000 The Parish Council is required to maintain a retention schedule listing the record series which it creates during 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 record series regardless of the media in which they are stored.

Document	Minimum Retention	Reason
Minutes	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Audit Returns	Indefinite	Archive
Bank Statements	7 years	Audit/management
Cheque book stubs	Last completed audit	Management
Paying In Books	Last completed audit	Management
Quotations	7 years	Audit
Paid Invoices	7 years	Audit
Document	Minimum Retention	Reason
Receipts	7 years	Audit
VAT records	7 years	Audit
Salary records	7 years	Audit
Tax and NI records	7 years	Audit
Insurance Policies	Whilst valid	Audit
Certificate of Employers Liability	40 years	Audit/legal
Certificate of Public Liability	40 years	Audit/legal
Council Policies	Current version indefinite and previous 1 year	Audit/management
Asset Register	Indefinite	Audit
Deeds and Leases	Indefinite	Audit
Declaration of Acceptance of Office	Term of office plus 1 year	Management
Members Register of Interest	Term of office plus 1 year	Management
Complaints	1 year	Management
General Information	Three months	Management
Routine correspondence/emails	6 months after relevant information is completed	Management
Public consultation, survey & returns	5 years	Management
Documentation for Legal purposes (unless extended)		
Negligence	6 years	Limitation Act 1980 (as amended)
Defamation	1 year	Limitation Act 1980 (as amended)
Contract/Agreement	6 years	Limitation Act 1980 (as amended)
Sums recoverable	6 years	Limitation Act 1980 (as amended)
Rental Agreement	12 years	Limitation Act 1980 (as amended)
Personal injury	3 years	Limitation Act 1980 (as amended)



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To recover land	12 years	Limitation Act 1980 (as amended)
Breach of Trust	None	Limitation Act 1980 (as amended)

Planning applications are retained by the local planning authority. 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 above (see Correspondence)

Disposal Procedures All documents that are no longer required for administrative purposes will be shredded and disposed of.

March 2020