

- 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) |

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|--------------------|----------|----------------------------------|
| 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) |
| 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 2022