

Lowdham Parish Council Records Retention Policy approved 9 January 2020

Lowdham 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 council. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Lowdham Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Lowdham 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 Lowdham Parish Council records may be selected for permanent preservation as part of the Council's archives and for historical research.

This Records Retention Policy incorporates all data and information held by Lowdham Parish Council including where no personal information is included.

Responsibilities

Lowdham 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 this policy is the Clerk.

The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and timely.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Lowdham Parish Council's records management guidelines.

The retention schedule below refers to records regardless of the media in which they are stored, mainly electronic text files and paper, but occasionally audio and video.

Lowdham Parish Council does not necessarily use or hold all of the records specified, however, if such records do arise, they will be treated in the manner indicated. All retention periods stated apply following the completion of the financial year in which they arise. (i.e. current year plus)

Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff Employment Contracts	6 years after ceasing employment	Management
Staff Payroll Information	3 years	Management
Staff Pension Information	6 years after ceasing employment	Management
Staff References (In and out)	6 years after ceasing employment	Management
Application Forms (interviewed – unsuccessful)	6 months	Management
Employee Information	6 years after ceasing employment	Management
Disciplinary Files	6 years after ceasing employment	Management
Staff Appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and Payment of Accounts	6 years	VAT
Bank Statements	Last Completed Audit Year	Audit
Cheque Book Stubs	Last Completed Audit Year	Audit
Paid Invoices	6 years	VAT
Paid Cheques	6 years	Limitation Act 1980
Payroll Records	12 years	HMRC
Petty Cash Accounts	6 years	HMRC
Annual Returns and Audit	Indefinitely	Contract
Insurance		
Insurance Policies	6 years after policy end	Management
Certificates for Insurance against Liability for Employees	40 years after policy end	Employers Liability Regulations 1998
Certificate for Public Liability	6 years after policy end	Management
Insurance Claim Records	6 years after policy end	Management

Health & Safety		
Accident Books	3 years from date of last entry	Statutory
Risk Assessment	3 years	Management
General Management		
Councillor Contact Details	Duration of Membership	Management
Quotations and Tenders	3 years following completion of contract	Audit /Management
Lease Agreements	Indefinite	Audit / Management
Contracts	Indefinite	Audit / Management
Inspection Reports	Indefinite	Audit / Management
E-mail Messages	At end of useful life	Management
Consent Forms	Indefinite	Management
GDPR Security Compliance Form	Duration of Membership	Management
Hard Drives / Memory Sticks	At end of useful life	Management
Burial Ground Records	Indefinite	Archive
Historical Information	Indefinite	Archive