

Little Horkesley Parish Council

Retention of Documents and Records Management Policy

1. Little Horkesley Parish Council has legal and regulatory obligations to ensure the proper management of its records. This Policy sets out the framework through which the Parish Council will achieve effective and efficient management of its records and documentation.
2. 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 minimum period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
3. The person with overall responsibility for this policy is the Clerk to the Parish Council.
4. The Clerk must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines (detailed below) and that they take account of the Parish Council's Freedom of Information Publication Scheme.

The following list indicates appropriate retention periods and the reasons for retention and refers to all records regardless of the media in which they are stored:

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Meetings		
Approved Minutes	Indefinite – Minutes over 6 years old will be lodged with Essex Records office.	Archive
Meetings agendas	Last completed audit year	Audit
Draft/rough/notes of minutes taken at meetings	Until minutes are approved	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and payments books	Indefinite – over 8 years old will be lodged with Essex Records Office	Archive
Bank statements including deposit and savings accounts	6 years [Last completed audit year]	Audit
Bank paying in books	6 years [Last completed audit year]	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	12 years/indefinite	Statute of limitations

Paid invoices	6 years	VAT
VAT Records	6 years	VAT
Insurance		
Insurance policies	While valid	Management
Insurance Schedules	25 years	Management
General Management		
Investments	Indefinite	Audit, Management
Title Deeds, leases, agreements, contracts	Indefinite	Audit Management
Recreation Grounds		
Equipment Inspection Records (including RoSPA reports)	25 years	Management
Risk Assessments	6 years from last assessment [kept with audit papers]	Management
Planning		
Applications and Decisions Notices – all consultative documents including plans	Not retained	Held by Planning Authority
Miscellaneous		
Reports, newsletters etc. from other people or bodies	Retain only as long as useful (Maybe archived at discretion of the Clerk)	Management/Data protection
Routine correspondence, notes, papers and e-mails	Retain only as long as useful (Maybe archived at discretion of the Clerk)	Management/Data Protection
Formal Complaints	5 years after closure	Management
Responses to Requests under the Freedom of Information Act 2000 and the Data Protection Regulations	5 years after closure	Management
List of archived records and place where held	Indefinite	Archive and Management
Members		
Declaration of Acceptance of Office	Term of Office plus 1 year	Management

Register of member's interests	Term of Office plus 1 year	Management

Date of policy: July 2021

Review Date: July 2023