

## **OLD CATTON PARISH COUNCIL RECORDS MANAGEMENT AND RETENTION POLICY**

### **1. Introduction**

Old Catton 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 framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention schedule

### **2. Scope**

This policy applies to all records created, received or maintained by the Council in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the 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 records will be selected for permanent preservation as part of the Council's archives and for historical research. Historically these include the Minutes of the meetings.

### **3. Responsibilities**

The Council has a corporate responsibility to maintain its records and records management system in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk to the Council. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Council's Record Management and Retention Policy.

### **4. Relationships with Existing Policies**

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Guidelines

and with other legislation or regulations (including Audit and Statute of Limitations affecting the Parish Council).

## 5. Retention Schedule

Under the Freedom of Information Act 2000, the Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to record series regardless of the media in which they are stored.

DOCUMENT TYPE	MINIMUM RETENTION PERIOD
Accident report forms	3 years or 3 years after the subject reaches their 18 <sup>th</sup> birthday whichever is greater.
Annual return	Indefinitely
Bank paying in books	6 years
Bank statements	6 years
Burial records e.g. register of burials, interment applications, certificates of exclusive rights	Indefinitely
Cheque book stubs	6 years
Employers liability certificates	50 years
Employment records (major) e.g. letters of appointment, contracts	6 years after subject leaves service or until their 70 <sup>th</sup> birthday whichever is greater
Employment records (minor) e.g. timesheets, holiday requests	2 years
General correspondence	6 years or at the Clerk's discretion
Hiring records e.g. booking forms, diaries, invoices and receipts	6 years
Income and expenditure accounts	Indefinitely
Insurance policies	6 years
Investments	Indefinitely
Members allowance register	6 years
Minute books	Indefinitely
Paid invoices	6 years
PAYE records	12 years
Petty cash and postage records	6 years
Public liability certificates	21 years
Quotations and tenders	12 years
Receipt books	6 years
Scale of fees and charges	5 years
Title deeds, leases, agreements and contracts	Indefinitely
VAT records	6 years

This policy will be reviewed annually, unless required earlier by legislation or additional material.

Adopted: March 2018

Reviewed: 11<sup>th</sup> February 2019