

## **Beaworthy Parish Council Document Retention Schedule**

A Retention Schedule is a list of records that, Under the Freedom of Information Act 2000, need to be kept by Beaworthy Parish Council for a specific length of time.

This schedule contains recommended retention periods for records created and maintained by the Parish Council and refers to all information regardless of the media in which it is stored.

The aim of the Retention Schedule is to provide a consistent approach to the way the Council handles its records and provide a clear set of guidelines.

A Retention Schedule serves the purpose of identifying records that may be worth preserving permanently as a part of a local authority archive as well as preventing the premature destruction of records that need to be retained for a specific legal, financial or statutory period.

This Retention Schedule details the function of each record, the type of records that may fall within this function and the length of time the Council should hold the record before taking disposal or archive action.

### **Many retention periods are determined by statute.**

All data and records (active and archive) will be stored in accordance with appropriate security requirements and in the most convenient and appropriate location. The degree of security required for file storage will reflect the sensitivity and confidential nature of the recorded material.

To summarise; the Council needs to keep accurate and timely records for the appropriate period of time, making sure that obsolete records are securely disposed of in an appropriate manner.

Beaworthy 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

## **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 and/or electronically.

## **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 this policy is the Data Protection Officer (DPO).

The DPO will give staff and Councillors guidance for good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and within an appropriate time frame.

Individual staff and Councillors 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. Individual Councillors may hold records securely in hard copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council's records, they should ensure that the Parish Office retain a copy for the official record. Individual Councillors are strongly advised to undertake "weeding" and "housekeeping" on a regular basis.

## **Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy/Publication Scheme

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

## **Retention Schedule**

The Parish 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 and the action which should be taken when it is of no further administrative use.

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. Please See Appendix 1

This policy will be reviewed annually by Beaworthy Parish Council to ensure that it is relevant to working practice.

Adopted by Beaworthy Parish Council: on 18 Jan 2024 MIN0012024

<b>Appendix - 1 RETENTION SCHEDULE</b>		
<b>Document</b>	<b>Minimum retention</b>	<b>Reason</b>
<b>Minutes &amp; Correspondence</b>		
Signed council and committee Minutes	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	Until the date of confirmation of the minutes	Management
<b>Agendas</b>		
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement.	Archive/Management
Correspondence/papers on important local issues/activities	Indefinite	Archive
Routine correspondence, papers & e-mails	As long as useful	Management
Register of electors	Until there is no longer an administrative requirement	Management
Byelaws and orders	Preserve one of each copy	Archive
<b>Members</b>		
Register of Interest	18 months after individual ceases to be a member	
<b>Insurance</b>		
Certificate of Employers Liability	50 years	Legislation
Certificate of Public Liability	21 years	Legislation
Insurance claim records	7 years after obligations are concluded	Legislation
Policy renewal records & correspondence	While valid	Management
<b>Finance &amp; Payroll</b>		
Receipts & payments books	Indefinite	Archive
Annual return & Audited Accounts	Indefinite	Archive
Correspondence relating to Audit	Last completed audit	Audit/Management
Cheque book stubs	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Budgetary control papers	2 years + current year	Audit
Bank statements	7 years	Audit/Management
Petty Cash book	7 years	Management
Grant applications	7 years	Management
Quotations and tenders successful	12 years	Limitation Act 1980
Quotations and tenders unsuccessful	2 years	Management
Paid invoices	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Payroll records	12 years	Superannuation
<b>Other</b>		
Complaints	5 years after closure of case	Management
Public consultations/surveys	5 years	Management