

# Bressingham and Fersfield Parish Council

## Records Retention Policy

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# 1. Introduction

This document describes the policy framework by which Bressingham and Fersfield Parish Council (the Council) manages its records, to comply with its legal and regulatory obligations and to contribute to its effectiveness.

## 2. Scope

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.

This policy applies to all records created, received or maintained by the Council in the course of carrying out its functions. These records may be created, received or maintained in hard copy or electronically. A small percentage of the Council records may be selected for permanent preservation as part of the Council's archives and for historical research.

## 3. Responsibilities

The Council recognizes its corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment.

The Clerk to the Council (the Clerk) has overall responsibility for this policy and for records management. The Clerk will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Relevant individuals, including Councillors, Employees and any other individuals appointed or contracted to create, maintain or dispose of records, must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Council's records management guidelines.

## 4. Retention Schedule

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

Document Category	Minimum Retention Period	Reason
<b>Administration &amp; Finance</b>		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank Statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitations Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitations Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitations Act 1980 (as amended)
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements,	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as
<b>Employment</b>		
Staff employment contracts	6 years after ceasing	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing	Management
Application forms (interviewed –	6 months	Management
Application forms (interviewed –	6 years after ceasing	Management
Disciplinary files	6 years after ceasing	Management

Staff appraisals	6 years after ceasing	Management
<b>Health and Safety</b>		
Accident books	3 years from date of last entry	Statutory
Risk assessment	At least until a further risk	Management
<b>General Management</b>		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	End of useful life	Management
Consent forms	At end of useful life	Management

