

## **Brundall Parish Council**

### **RECORDS MANAGEMENT & RETENTION POLICY**

Brundall 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 or electronically.

A small percentage of the Parish Council's 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.

#### **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 Clerk to the Parish 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 staff and employees must ensure that records for which they are responsible are accurate, and are maintained in a safe secure environment and disposed of in accordance with the parish council's records management guidelines. Appropriate contingency plans and procedures are in place to replicate records should a disaster occur

#### **Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information policy
- GDPR May 2018 (Data Protection guidelines)

And with other legislation or regulations (including audit and Statute of Limitations)

affecting the Parish Council

**The Data Controller/Processor (the Clerks) will:-** • provide assistance and guidance in implementing and complying with this Policy; • assist in the completion of information audits; • advise on strategies for reducing the amount of physical records held; • liaise between teams to make best use of available space and off-site storage facilities; • carry out compliance audits to ensure Brundall Parish Council's statutory obligations are met and agree corrective action where required.

### **Retention Schedule**

Under the Freedom of Information Act 2000, 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 and Councillors 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.

### **Hard copy only - PLANNING PAPERS Major developments (1 year)**

#### **• Permission Granted**

All papers retained until the development has been completed to allow the Council to check that the development proceeds in accordance with the terms of the permission.

#### **• Appeal decisions**

These should be retained indefinitely as it may be required should there be longer term Implications, e.g the decision creates a precedent for other developments in the locality.

#### **• Permission Refused**

All papers should be retained until the period in which an appeal can be made has expired. If a resulting appeal is dismissed the documentation should be retained in case further applications relating to the same site result.

#### **• Structure Plans and Neighbourhood and Local Plans**

These should also be retained.

## **RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS**

### **Document Minimum Retention Period**

Minute Books	Indefinite Archive
Scale of Fees and Charges	6 Years Management
Receipt and Payment a/c	Indefinite Archive
Annual Return	Indefinite Archive

Receipt Books	6 years
Bank Statements	Last completed Audit
Bank Paying in Books	Last completed Audit
Cheque Books Stubs	Last completed Audit
Quotations and Tenders	12 years/Indefinite Statute of Limitations
Paid Invoices	6 years
Paid cheques	6 years Statute of Limitations
VAT records	6 years 20 on rents
Salary records	12 years
Insurance Policies	<del>6 years</del> while valid
Cert of Employers Liability	<del>50</del> 40 years Legal requirement
Cert of Public Liability	21 years Legal requirement
Investments	Indefinite Audit
Title/Trust Deeds, leases, agreements, contracts	Indefinite Audit
Members allowances	6 years Statute of Limitations
Sound recordings	Destroyed after confirmation of Minutes
General Correspondence	6 Years/at Clerk's discretion
Allotments, Register and Plans	Indefinite
<b>Burial Grounds:</b>	
Fees, plots, Exclusive Rights, Memorials right to erect, Interment forms, Burial Register, disposal certificates	Indefinite
Internal Audit	3 years
Accident books/Incident reports	20 years from date of entry or, if children, when they reach the age of 21. Civil claims have to be made within 6 years.
Parental leave	5 years from birth/adoption or 18 years if child receives disability allowance
Employee working time records,	2 years from date of entry
Employee – applications	1 year
Assessments under H&S regulations and records of consultations with safety representatives	Permanently
Investments policies	12 years from end of any benefit payable
Pensioners' records	12 years after benefit ceases
Personnel files/training records/SSP/sick certificates	6 years after employment ceases
Redundancy records	6 years from the date of redundancy

There are no firm guidelines for the retention of general correspondence. However, an annual review of all documentation should be carried out with ephemeral items marked for destruction and the remainder being considered for archiving or transfer to the County Record Office as appropriate.

**Last Adopted by Brundall Parish Council on 8<sup>th</sup> September 2011, Minute ref: 2011-0619**

Approved 25th November 2019