BRUNDALL
PARISH COUNCIL

Records Management & Document 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.

Retention of Documents Required for the audit of Parish Councils

Document(s)	**Document Minimumn Retention Period**	**Retention Reason**	**Disposal**
Minute Books	Indefinite	Legal requirement	Archive
Accounts	Indefinite	Audit	Archive
Annual Return	Indefinite	Audit	Archive
Asset Register	Indefinite	Management	Archive
Bank Statements	Last completed Audit	Audit	Shred
Bank Paying in Books	Last completed Audit	Audit	Shred
Cheque Books Stubs	Last completed Audit	Audit	Shred
Receipt Books	6 years	Audit	Shred
Quotations and Tenders	6 years	Audit	Shred
Paid Invoices	6 years	Audit/VAT	Shred
Paid cheques	6 years	Limitation Act 1980	Shred
VAT records	6 years	VAT	Shred
Scale of Fees and Charges	6 Years	Management	Bin
Wages books	12 years	Audit	Shred
Insurance Policies	while valid	Audit	Shred
Certificate of Employers Liability	40 years	Legal requirement	Archive
Cert of Public Liability	40 years	Legal requirement	Archive
Investments	Indefinite	Audit/Management	Archive
Title Deeds, leases, agreements,	Indefinite	Audit/Management	Archive

contracts			
Members allowances	6 years	Tax, Limitation Act 1980 (as amended)	Shred
Sound recordings of meetings	Until confirmation of the minutes	Management	Delete
General Correspondence	1 Year/at Clerk's discretion	Management	Shred
Burial Grounds: fees, plots, Exclusive Rights, Memorials right to erect, Interment forms, Burial Register, disposal certificates	Indefinite		Archive
Declarations of Acceptance	Term of office + 1 year	Management	Shred
Members Register of Interests	Term of office + 1 year	Management	Shred
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.	Legal requirement	Shred
Playground equipment inspection reports	21 years		Bin
Assessments under H&S regulations and records of consultations with safety representatives	Indefinitely	Legal requirement	Delete
Personnel files	Employment period + 6 years	Audit/Management	Shred
Timesheets	3 years	Audit	Bin
Employee applications	1 year	Management	Shred
Redundancy records	6 years from date of redundancy		Shred
Pensioners' records	12 years after benefit ceases		Shred

There are no firm guidelines for the retention of general correspondence. However, an annual review of all documentation, including emails, WhatsApps and SMS messages, 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.

Adopted by Brundall Parish Council on 25th November 2024