

GREAT GRANSDEN PARISH COUNCIL

RECORDS MANAGEMENT AND RETENTION POLICY

The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory regulations 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.

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 and is required to manage the council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information Act 2000
- Data Protection
- And other legislation and regulations (including audit and Statute of Limitations) affecting the Parish Council

Retention Schedule

Planning Papers

All planning applications and relevant decision notices are available at HDC.

- **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 and conditions of the permission. Appeal decisions 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 there are further applications relating to the same site.

Retention of Documents required for the Audit of Parish Councils

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account	Indefinite	Archive
Annual return	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements	6 years	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 years	Statute of Limitations
VAT records	6 years	VAT
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates of insurance against liability for employees	40 years from date on which insurance commences or was renewed	Legal requirement
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances	6 years	Tax, Statute of Limitations
For Burial Grounds		
* Register of fees collected * Register of burials * Register of purchased graves * Plan of grave spaces * Register of memorials * Applications for interment * Applications for memorials * Disposal certificates * Copy certificates of grant of exclusive right of burial/cremations	Indefinite	Archive, Local Authorities Cemeteries Order 1977 (SI. 204)

General Correspondence

There are no firm guidelines for the retention of general correspondence. How an annual review of all documentation should be carried out. As a general principle correspondence will be kept for 3 years.

All documents that are no longer required for administrative reasons should be shredded and disposed of.

This policy was adopted by Great Gransden Parish Council on 2nd November 2015

Signed Chairman