

Chawton Parish Council

Retention & Destruction Policy

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 the implementation of this policy is the Clerk to the Parish Council, and she 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.

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.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

Document Minimum Retention Reason

- Minutes: 4 years then County Archive
- Annual Accounts: 4 years the County Archive
- Annual Return: 4 years then County Archive
- Bank statements: 7 years
- Cheque book stubs: 7 years
- Paying in books: 7 years
- Quotations: 7 years
- Paid invoices: 7 years
- VAT records: 7 years
- Salary records: 7 years
- Tax & NI records: 7 years
- Insurance policies: 7 years
- Cert of Employers Liability: 40 years
- Cert of public liability: 40 years
- Assets register: 7 years then County archive
- Deeds, leases: 7 years then County archive

Planning Applications

All planning applications and relevant decision notices are available at EHDC / SDNP. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained as above. Disposal procedures: all documents that are no longer required for administrative reasons should be treated as Confidential waste should shredded and disposed

Records of Destruction

All documents that are required to be destroyed should be treated as Confidential waste and shredded. Electronic documents should be deleted. Care should be taken to ensure all copies, particularly electronic copies are deleted.

A record of the document destruction should be maintained, setting out a description of the document, how it was destroyed, when and by whom (and signature).