

## **Rendlesham Parish Council**

### **Retention of Documents and Records Management Policy**

**Reviewed: October 2024 – APPROVED MIN NO. 017/24**

This policy applies to all records created, received or maintained by the Parish Council while carrying out its functions. Records are defined as all those documents which facilitate the business being carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transaction or activities. These records may be created, received or maintained in hard copy but the preferred storage, wherever possible will be electronic.

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 and these will be lodged with Suffolk County Council Records Office and details of which documents loaned to them, retained on Council files for future reference only.

The person with overall responsibility for this policy is the Proper Officer of the Council

The Proper Officer must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines (detailed below) and that they take account of the Council's Freedom of Information Publication Scheme.

The Proper Officer will give guidance for the retention of general correspondence in any format. However, a regular review of all documentation should be carried out by the Proper Officer which should be at least quarterly but can be more often, with ephemeral items marked for destruction and the remainder being considered for archiving as detailed above. This will be carried out at the discretion of the Proper Office of the Council in accordance with current Standing Orders.

The following list indicates appropriate retention periods and the reasons for retention and refers to all records regardless of where they are stored or the storage format.

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
<b>Meetings</b>		
Minute Book	Indefinite – Minutes over 6 years old with be lodged with Suffolk Records Office	Archive/Audit
Meeting agendas		
Recordings or notes of meeting	Until Minutes approved	FOI
<b>Finance and Payroll</b>		
Scales of fees and charges	5 years	Management
Receipt books of all kinds	6 years	VAT/Audit
Bank statements (including deposit and savings account)	Last completed audit year	Audit
Bank paying in books/cheque book stubs	Last completed audit year	Audit
Quotations and tenders	12 years	Statute of Limitations
Paid Invoices	6 years	VAT/Audit
Online payments authorisation	Last completed audit year	Audit
VAT Records	6 years	VAT
Petty cash books	6 years	Tax VAT Statute of Limitations
Time Sheets	2 years	Audit and Working Time Regulations
Wages Books and Payroll Records	12 years	Superannuation
<b>Legal Purposes</b>		
	Negligence (and other torts except personal injury)	6 years
	Personal injury	3 years
	Defamation	1 year
	Contract	6 years
	Leases	12 years
	Sums recoverable by statute	6 years
	To recover land	12 years
	Rent	6 years
	Breach of trust	None
<b>Insurance</b>		
Insurance Policies	While valid	Management
Insurance Schedules	40 years	Management
Certificate of Employers Liability	40 years	Management
<b>General Management</b>		
Investments	Indefinite	Audit, Management
Title Deeds leases agreements contracts	Indefinite	Audit Management
<b>Recreation Grounds</b>		
Equipment Inspection Records	25 years	Management
Risk Assessments	3 years from last assessment	Management

<b>Planning</b>		
Applications and Decision Notices – all consultative documents including plans	Not retained (some documents held at Proper Officer discretion)	Held by Planning Authority
<b>Miscellaneous</b>		
Reports, newsletters etc. from other people or bodies	Destroy ASAP – Retain only as long as useful (may be archived at discretion of Proper Officer)	Management/data protection
Routine correspondence, notes, papers and emails	Destroy ASAP – Retain only as long as useful (may be archived at discretion of Proper Officer)	Management/data protection
Formal Complaints	5 years after closure	Management
List of archived records and place where held	Indefinite	Archive and Management
<b>Members</b>		
Declaration of Acceptance of Office	Term of Office plus 1 year	Management
Register of member's interests	Term of Office plus 1 year	Management
Members allowance/expenses register	6 years	Tax, Statute of Limitations
<b>Personnel/Human Resources</b>		
<b>Application forms</b> (not interviewed or interviewed and unsuccessful)	6 months	Management and Data Protection
Personal Files	6 years after ceasing employment	Management
Disciplinary records	Retain for period of employment	Management and Data Protection