



Cofton Hackett Parish Council

## **COFTON HACKETT PARISH COUNCIL**

### **RETENTION OF DOCUMENTS AND RECORDS MANAGEMENT POLICY**

**Reviewed and Adopted by Cofton Hackett Parish Council: 21<sup>st</sup> March 2022**

Cofton Hackett 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.

#### **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 and disposed of in accordance with the Parish Council's records management guidelines.

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

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy/Publication Scheme

And with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

### 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 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 COUNCIL

Document	Minimum retention period	Reason
Signed minutes of council meetings (Hard copy)	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts (Hard copy)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books/Payroll records	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date from when insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
<b>For Halls, Centre, Recreation Grounds</b>		
Application to hire	6 years	VAT

Lettings diaries	6 years	VAT
Copies of bills to hirers	6 years	VAT
Record of tickets issued	6 years	VAT
<b>Health and Safety</b>		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection records	25 years	Management
Risk assessment	3 years from last assessment	Management
<b>Members</b>		
Declaration of acceptance of Office	18 months after individual ceases to be a Member	Management
Register of members interests	18 months after individual ceases to be a Member	Management
Code of Conduct Complaints	18 months after individual ceases to be a Member	
<b>Miscellaneous</b>		
Complaints	5 years after closure of case	Management
Press releases	6 years	Management
Public consultation - survey and returns	5 years	Management
Register of Officer interests	Indefinite	Management
Reports, newsletters etc	Retain as long as useful	Management
Parish Council Newsletter	Deposit copy with British Library Own copy as long as wish	Archive Management
<b>Planning</b>		
All planning applications and relevant decision notices are available at Bromsgrove District Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Planning Committee minutes and these are retained indefinitely.		
<b>Documentation for Legal purposes (unless extended)</b>		
Negligence	6 years	Limitation Act 1980 (as amended)
Defamation	1 year	Limitation Act 1980 (as amended)
Contract	6 years	Limitation Act 1980 (as amended)
Sums recoverable	6 years	Limitation Act 1980 (as amended)
Leases	12 years	Limitation Act 1980 (as amended)
Personal injury	3 years	Limitation Act 1980 (as amended)
To recover land	12 years	Limitation Act 1980 (as amended)
Rent	6 years	Limitation Act 1980 (as amended)
Breach of Trust	None	Limitation Act 1980 (as amended)