

UPTON PARISH COUNCIL RETENTION OF DOCUMENTS AND RECORDS MANAGEMENT POLICY

This policy applies to all records created, received or maintained by Upton 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 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 Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Council has corporate responsibility to maintain its records and record management systems in accordance with regulations. The person with overall responsibility for this policy is the Clerk. The retention schedule lays down the length of time which the record need to be retained and the action which should be taken when it is of no further administrative use.

RECORD MANAGEMENT TABLE:-

Document	Min Retention Period	Reason	Where stored
Minutes & Correspondence			
Signed Minutes of Council Meetings	Indefinite	Legal requirement	Clerks Address / Archives Office
Agendas	Indefinite	To support the minutes	Clerks Address / Archives Office
Correspondence & papers on important local issues & activities	6 years	For reference	Clerks Address
Finance			
Invoices	Ten years	Audit Inspections	Clerks Address / Archives Office
Paid cheques	Ten years	Audit Inspections	Clerks Address / Archives Office
VAT records	Ten years	Audit Inspections	Clerks Address / Archives Office
Pension records	Two years after the former employee dies	Recommendation from SLCC	Clerks Address / Archives Office
Management Finance & Payroll Scale of Fees and Charges	5 Years	Recommendation from SLCC	Clerks Address / Archives Office
Management Receipt and Payment accounts	Ten years	Audit Inspections	Clerks Address / Archives Office
Archive Accounts/Financial Annual Return	Ten years	Audit Inspections	Clerks Address / Archives Office
Bank Statements (including deposit/ savings accounts)	Ten years	Audit Inspections	Clerks Address / Archives Office
Bank Paying-in Books	Ten years	Audit Inspections	Clerks Address / Archives Office
Cheque Books Stubs	Ten years	Audit Inspections	Clerks Address / Archives Office
Audit Budgetary Control Papers	5 years	Recommendation from SLCC	Clerks Address / Archives Office

General			
Quotations and Tenders	2 years	Reference only	Clerks Address / Archives Office
Routine correspondence, papers & emails	2 years	Reference only	Clerks Address / Archive Office
Contracts	Six years after the contract has ended	Should a claim be brought under that contract	Clerks Address / Archive Office
Hand written notes from meetings	Shredded after typed up and the typed notes approved at the next available meeting	These are not the legal record of the meeting and are available under the Freedom of Information Act	Clerks Address / Archive Office
Health and safety			
Insurance Policies Cert of Employers Liability	21 years	Should a claim arise	Clerks Address / Archive Office
Insurance Claim Records	7 Years after all obligations are concluded (allowing for claimant to reach age of 25)	Should a claim arise	Clerks Address / Archive Office
Health & Safety Accident Books	(injuries to Adults) 25 Years from closure Management Accident Books (injuries to Children)	Should a claim arise	Clerks Address / Archive Office
Management Risk Assessments	25 Years from closure Records	Should a claim arise	Clerks Address / Archive Office
Management Equipment Inspection	25 Years from closure Records	Should a claim arise	Clerks Address / Archives Office
Personnel records			
Management Personnel/Human Resources Application forms (interviewed - unsuccessful)	6 Months	Should a claim arise	Clerks Address
Personnel files (not payroll information)	6 years after ceasing employment	Should a claim arise	Clerks Address
Title Deeds, leases, agreements and correspondence	Whilst the council owns or occupies the land	Not required after the council is no longer owning or occupying the land	Clerks Address
Contracts	Whilst the contract is active	Not required after the contract has expired	Clerks Address
Members allowances	10 years	Audit Inspections	Clerks Address / Archives Office
Members Register of Members Interests	Destroy after member ceases to be a councillor	Only current records required. No need to keep data longer than required.	Clerks Address
Press Releases	2 years	Reference only	Clerks Address
Surveys & returns	Until project completed	Only current records required. No need to keep data longer than required.	Clerks Address
Newsletters etc. from other bodies	Retain as long as useful	Used for reference purposes and advice	Clerks Address / Archives Office
Planning Applications	Not retained past one year	Held by Planning Authority	Clerks Address

N.B. Clerks Address may mean in paper or electronic form.

Archives Office has been acknowledged purely because there are no detailed records of what is currently held at the Archives Office.

References:-

Information Commissioners Office;

National Association of Councils;

Society of Local Council Clerks;

Northamptonshire Association of Local Councils.