

EAST HARPTREE PARISH COUNCIL

Document Retention Policy

East Harptree 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by East Harptree Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out East Harptree 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 East Harptree Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

Responsibilities

East Harptree 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. 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. The Clerk must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with East Harptree Parish Council's records management guidelines.

Retention Schedule:

Document	Minimum Retention Period	Reason
MINUTES		
Approved Minutes of Council meetings	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	Until minutes approved	Management
EMPLOYMENT		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
FINANCE		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive/VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	6 years	VAT
Paid cheques	Last completed audit year	Limitation Act 1980
Payroll records	3 years	HMRC
INSURANCE		
Insurance policies	1 year after policy end	Management
Certificates for Insurance against liability for employees	1 year after policy end	Management
Certificates for Public Liability	1 year after policy end	Management
Insurance claim records	6 years after policy end	Management
GENERAL MANAGEMENT		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management