

Bere Ferrers Parish Council Records Retention Policy

Bere Ferrers 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.

Scope

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

Responsibilities

Bere Ferrers 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. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Bere Ferrers Parish Council records management guidelines.

Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

Document Category	Minimum Retention Period	Reason
Administrative & Finance	End of Useful Life	Management
Minutes of Council Meetings	Indefinite	Archive
Minutes of Committee Meetings	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment accounts	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	Limitations Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitations Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitations Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Investments	Indefinite	Audit, Management

Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Financial Records	8 years	HMRC
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
Health & Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	Until replaced – though 10 years if there have been potentially dangerous exposures.	Management
Cemetery Records		
Register of fees collected Register of burials Burial Plans Register of purchased graves Register/plan of grave spaces Register of memorials Applications for interment Applications for right to erect memorials Disposal Certificates Copy certificates of grant of exclusive Rights of Burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI.204)
General Management		
Councillors contact details	Duration of membership	Management

Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	End of useful life	Management
Consent forms	At end of useful life	Management
Allotment Holders	2 years from vacating plot	Management

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