



WEST DEAN PARISH COUNCIL

Document Retention Policy

West Dean 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 while 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. Records may be deposited with Gloucestershire County Council Records Office.

Responsibilities

The 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 the implementation of this policy is the Clerk to the Parish Council, and he/she is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately, and in a timely manner.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of information policy
- Data protection policy

And with other legislation or regulations (including audit and statute of limitations) affecting the 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 during 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.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems.

This retention schedule refers to records regardless of the media in which they are stored.

RETENTION OF DOCUMENTS

DOCUMENT	Minimum retention	Reason	Responsible Officer	Storage & Disposal
FINANCIAL & ADMINISTRATIVE RECORDS				
Signed minutes of council meetings (hard copies)	Indefinite	Archive	Clerk/D Clerk	WDC
Annual accounts	Indefinite	Archive	Clerk/D Clerk	WDC
Annual return	Indefinite	Archive	Clerk/D Clerk	WDC
Bank Statements	7 years	Audit/Management	Clerk/D Clerk	WDC/S
Cheque book stubs	Last completed audit year	Management/Audit	Clerk/D Clerk	WDC/S
Paying-in books	Last completed audit year	Management/Audit	Clerk/D Clerk	WDC/S
Contracts	7 years after completion of project	Audit	Clerk/D Clerk	WDC/S
Quotations and tenders	7 years	Audit/VAT Limitation Act 1980 (as amended)	Clerk/D Clerk	WDC/S
Paid invoices	7 years	Audit/VAT	Clerk/D Clerk	WDC/S
VAT records	7 years	Audit/VAT	Clerk/D Clerk	WDC/S
Salary records	7 12 years	Audit/Superannuation	Clerk/D Clerk	WDC/S
Tax & NI records	7 12 years	Audit/Legal/Superannuation	Clerk/D Clerk	WDC/S
Insurance policy	While valid	Audit/Legal	Clerk/D Clerk	WDC/S
Certificate of Employers' Liability	40 years Indefinitely	Audit/Legal/Future Claims	Clerk/D Clerk	WDC/S
Certificate of Public Liability	40 years Indefinitely	Audit/Legal/Future Claims	Clerk/D Clerk	WDC/S
Investments	Indefinite	Audit/Management	Clerk/D Clerk	WDC
Asset register	Indefinite	Audit	Clerk/D Clerk	WDC
Deeds, leases, licences	Indefinite	Audit/archive	Clerk/D Clerk	WDC/B
Playground inspection reports	40 years	Insurance	Clerk/D Clerk	WDC/S
Room hires information and copies of invoices	7 years	Audit/VAT	Clerk/D Clerk	WDC/S
PLANNING APPLICATIONS				
All planning applications and relevant decision notices are available on the Forest of Dean District Council website. There is no requirement to retain duplicates at the parish office. All Parish				

Council recommendations in connection with these applications are recorded in the Planning Committee minutes and noted in Council minutes, these are retained indefinitely

STAFF & CONCILLOR INFORMATION

Applications for co-option	Term of office + 1 year	Management	Clerk	WDC/S
Declarations of acceptance of office	Term of office + 1 year	Management	Clerk	WDC/S
Members register of interests	Term of office + 1 year	Management	Clerk	Forest of Dean District Council
Employee records	Employment period + 3years from end of relevant tac year	Management	Clerk	WDC/S
Employee Time Sheets	Three years (or last complete audit year)	Audit and personal injury (best practice)	Clerk	WDC/S

CORRESPONDENCE

Complaints	Resolution + 1 year	Management	Clerk/D Clerk	WDC/S
Magazines, journals, and other general information	3 months or for as long as useful	Management	Clerk/D Clerk	WDC/R
Routine correspondence and emails	Completion of relevant issue + 6 months or if useful	Management	Clerk/D Clerk	WDC/S/D

KEY: WDC = West Dean Centre, R = Recycle, S = Shred, D = Delete, B = Bank or another local repository.