

RUYTON XI TOWNS PARISH COUNCIL RECORDS RETENTION POLICY

The 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 framework through which this effective management can be achieved and audited.

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.

Retention of Documents

The Parish Council is required to maintain the documents for retention and disposal schedule listing the record series which it creates in the course of its business (table below) There is a clear need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings. The schedule lays down the minimum length of time which the record needs to be retained for audit and other purposes and the action which should be taken when it is of no further administrative use. Most legal proceedings are governed by 'the Limitations Acts' which state that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. If a type of legal proceeding fall into two or more categories, the documentation will be kept for the longer of the limitation period. As there is no limitation period in respect of trusts, the Council will retain all trust deeds and schemes and other similar documentation. The documents for retention or disposal schedule refers to records series regardless of the media in which they are stored.

Council management

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Minutes	Indefinitely	Archive	Clerk's office for 3 years, then deposited at Shropshire archives.	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Annual Reports	Indefinitely	Management, Archive	Clerk's office	N/A
Agendas	12 years	Management/ Limitation Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)
Council Standing Orders, Policies & Procedures	Whilst the documents remain in force	Management	Clerk's office	Bin
Declarations of Acceptance of Office	Indefinitely	Management, Archive	Clerk's office	N/A
Register of Members Interest	6 years or as long as the Councillor remains in office (whichever is the greater)	Audit, Tax, VAT	Clerk's office	Shred confidential waste
Council Attendance Register	Throughout the 4-year term of office	Management	Clerk's office	Bin (shred confidential waste)
Contact details for councillors	As long as the Councillor remains in office	Management	Clerk's office	Bin (shred confidential waste)

Council finances

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Cashbook accounts, sales and purchase ledgers	Indefinitely	Management, Archive	Clerk's office	N/A
Title Deeds, Leases, Agreements (inc. S106) & Contracts	Indefinitely	Audit, Management	Land Registry, Clerk's office and Council solicitors	N/A
Investments	Indefinitely	Audit, Management	Clerk's office	N/A
Precept Requests	Indefinitely	Audit, Management	Clerk's office	N/A
Audited accounts	Indefinitely	Audit, Management	Clerk's office	N/A
Internal audit	Retain current, plus previous year	Audit, Management	Clerk's office	Bin
Bank statements (all accounts)	Last completed audit year (If bank is changed ensure hardcopies for last audit year)	Audit	Online Bank, Clerk's office	Confidential waste
Bank paying-in book	Last completed audit year	Audit	Clerk's office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Clerk's office	Confidential waste
Assets records	6 years after asset disposal	Management	Clerk's office	Confidential waste
Budget	6 years	Audit, Management	Clerk's office	Bin
Grants	6 years	Audit, Management	Clerk's office	Bin
HMRC (Income tax)	6 years	Tax, Audit, Management	Clerk's office	Bin
Members Allowance Register	6 years	Tax, Audit, Management, Limitation Act 1980 (as amended)	Clerk's office	Confidential waste
VAT Records	6 years generally but 20 years for VAT on rents	VAT	Clerk's office	Confidential waste
Receipt Books	6 years	VAT	Clerk's office	Confidential waste
Paid Invoices	6 years	VAT	Clerk's office	Confidential waste
Petty Cash Records	6 years	VAT, Tax, Limitation	Clerk's office	Confidential waste

Adopted: March 2021

Reviewed: November 2024 Next review: November 2026

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
		Act 1980 (as amended)		
Quotations & Tenders	6 years	Limitation Act 1980 (as amended)	Clerk's office	Confidential waste
Scales of Fees & Charges	6 years	Management	Clerk's office	Bin

Health and Safety and Risk Assessments

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Inspection Logs	12 years	Limitation Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)
Risk Assessments	12 years	Limitation Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)
Accident/incident reports	Indefinitely	Potential claims	Clerk's office	Confidential waste

Insurance Policies

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Insurance company names and policy numbers	Indefinite	Management	Clerk's Office	N/A
Certificate of Employers Liability	Indefinite (though there is a 3 year limit for employees to bring claim)	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753)	Clerk's Office	N/A
Certificate of Public Liability	25 years	Legislation	Clerk's Office	Bin (shred confidential waste)
Insurance Claims	7 years after all obligations are concluded	Legislation	Clerk's office	Bin (shred confidential waste)

Adopted: March 2021

Reviewed: November 2024 Next review: November 2026

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Insurance quotes, renewals and general correspondence	6 years	Limitation Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)

Publications

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Definitive Maps, Planning Maps, Public Rights of Way Maps, Conservation Area Maps & similar documents	Indefinitely	Management, Archive	Clerk's office	N/A
Council Newsletters	Indefinitely	Archive. The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (manager of the British Library).	Clerk's office for 3 years, then deposited at Shropshire archives.	N/A
Circulars, Magazines and	As long as it is useful & relevant	Management	Clerk's office	Bin (shred confidential waste)

Adopted: March 2021

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DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Journals published by others.				

General correspondence

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
General Correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept for as long as it is needed.	Records should be kept for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Clerk's office	Bin (shred confidential waste)
General Correspondence (historic importance)	Indefinite	Offered to the County Archivist for historic record and research.	Shropshire archives	If not wanted by archives, bin (shred confidential waste)

Employment records

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Unsuccessful applications	6 months after applicant is notified of rejection	ICO Employment Practices Code para 1.7 Equality Act 2010, s 123	Clerk's office	Confidential waste
Personnel records including employment contracts, training records, appraisals,	6 years after employment ceases (though time limit for tribunal claims is 3 months after event)	After an employment relationship has ended the council needs to retain staff records for the purpose of giving	Clerk's office	Confidential waste

Adopted: March 2021

Reviewed: November 2024 Next review: November 2026

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
timesheets, leave and absence records		references and in respect of any related legal claims made against the council. Limitation Act 1980 (LA 1980), s 5		
Records of wages or salary including overtime, bonuses and expenses. Calculations of NI, PAYE and pension contributions	6 years after employment ceases	Income Tax (Pay As You Earn) Regulations 2003, SI 2003/2682, reg 97, Record of employers pension contributions.	Clerk's office	Confidential waste