

Salesbury Parish Council

Records Retention Policy

Salesbury 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 Salesbury Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Salesbury Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities.

Records may be created, received or maintained in hard copy or electronically.

A small percentage of Salesbury Parish Council records may be selected for permanent retention as part of the Councils archives and for historical research.

Responsibilities

Salesbury Parish Council has a corporate responsibility to maintain its records and record management systems properly. The person with overall responsibility for this policy is the Clerk. The Clerk will give guidance for good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and in a timely manner.

Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with these guidelines.

Retention Schedule

The retention schedule refers to records regardless of the media in which they are stored. Upon disposal, hard copies should be shredded whilst digital copies should be deleted at source.

Document Category	Minimum Retention Period	Reason	Disposal Method
Administration & Finance			
Minutes of Council meetings	Indefinite	Archive	N/A
Receipt and payment accounts	Indefinite	Archive	N/A
Receipts books of all kinds	6 years	VAT	Shred/Delete
Bank statements, inc deposit/savings accounts	Last completed audit year	Audit	Shred/Delete
Bank paying books	Last completed audit year	Audit	Shred/Delete
Cheque book stubs	Last completed audit year	Audit	Shred/Delete
Quotations and tenders	6 years	Limitations Act 1980 (as amended)	Shred/Delete
Paid invoices	6 years	VAT	Shred/Delete
Paid cheques	6 years	Limitations Act 1980 (as amended)	Shred/Delete
VAT records	6 years generally but 20 years for VAT on rents	VAT	Shred/Delete

Petty cash, postage and telephone books	6 years	Tax, VAT Limitations Act 1980 (as amended)	Shred/Delete
Timesheets	Last completed audit year	Audit (requirement)	Shred/Delete
Wages books	12 years	Superannuation	Shred/Delete
Insurance policies	While valid	Management	Shred/Delete
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	Shred/Delete
Investments	Indefinite	Audit, Management	Shred/Delete
Title deeds, leases, agreements, contracts	6 years	Tax, Limitation Act 1980 (as amended)	Shred/Delete
Employment			
Staff employment contracts	6 years after ceasing employment	Management	Shred/Delete
Staff payroll information	3 years	Management	Shred/Delete
Staff references	6 years after ceasing employment	Management	Shred/Delete
Application form (interviewed unsuccessful)	6 months	Management	Shred/Delete
Application form (interviewed successful)	6 years after ceasing employment	Management	Shred/Delete
Disciplinary files	6 years after ceasing employment	Management	Shred/Delete
Staff appraisals	6 years after ceasing employment	Management	Shred/Delete
Health and Safety Accident books	3 years from date of last entry	Statutory	Shred/Delete
Risk assessments	At least until a further risk assessment has taken place which renders the first one obsolete – though 10 years if there have been potentially dangerous exposures	Management	Shred/Delete
General Management			
Councillors contact details	Duration of membership	Management	Shred/Delete
Lease agreements	12 years	Limitation Act 1980	Shred/Delete
Contracts	6 years	Limitation Act 1980	Shred/Delete
Email messages	End of useful life	Management	Shred/Delete
Consent forms	End of useful life	Management	Shred/Delete
Planning applications (hard copy)	12 months post application	Management	Shred/Delete
Recordings of meetings	2 years from date of recording	Management	Shred/Delete

REVIEWS

May 2022 – reviewed, no changes