

## **KENNET VALLEY PARISH COUNCIL**

### **DOCUMENT RETENTION POLICY**

Kennet Valley Parish Council (the “Council”) recognises that the efficient management of its records is necessary to comply with its legal and statutory obligations and contributes to effective transaction of business. This policy provides a framework through which effective management and retention of public records can be achieved and properly audited.

This policy applies to all records created, received or maintained by the Council. Records are defined as all those documents, which relate to the business carried out by the Council and which are thereafter retained (for a set period) to provide evidence of its communications, transactions and activities. These records may be created, received or maintained in hard copy or electronically. Some of the Council’s records will be selected for permanent preservation as part of the Council’s archives and for historical research.

#### **Responsibilities**

The Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory requirements. The person with overall responsibility for the implementation of this policy is the Clerk to the Council, who 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.

The Clerk must ensure that the records are accurate and are maintained and disposed of in accordance with statutory requirements and the Council’s records management guidelines.

Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council’s records, they should ensure that the Clerk retains a copy for the official record. Individual Councillors are strongly advised to undertake “weeding” and “housekeeping” on a regular basis.

On resigning from the Council, Councillors should delete electronic records they hold and destroy hard copy documents. Councillors should be aware that records that they hold may be subject to the provisions of the Data Protection Act 1998; the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

#### **Retention Schedule**

Under the Freedom of Information Act 2000, the Council is required to maintain a retention schedule listing the types of records which it creates or holds in the course of its business. The retention schedule lays down the length of time which the record needs to be retained for 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.

Destruction of documents will be undertaken securely and in accordance with the provisions of this Policy to avoid any inference that a document was destroyed in anticipation of a problem. Records maintained on electronic data processing storage media will be subject to the same rules of retention and security as paper records.

The retention schedule in Appendix A refers to all the Council's records, irrespective of the media in which they are stored.

### Storage of Information

The Clerk's home will be the main location for records/documents until such time that they are moved to archives.

If records have to be archived, the Council's Proper Officer shall arrange for documentation to be stored at the Wiltshire Records Office, which is accessible to the public.

### Review of Policy

This policy will be reviewed by the Council periodically to monitor its effectiveness, taking account of users' comments.

### Appendix A - Retention Schedule

Minutes	Indefinite	Preserve	Audit, Operational
Agendas	Until there is no longer an administrative requirement	Destroy	Operational
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement. Destroy these reports if copies are already included with signed minutes	Review	Common practice
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Register of electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence
Byelaws and orders	Preserve one of each copy and transfer to WCA once they become inactive	Preserve	Common practice

Policy documents	Until there is no longer an administrative requirement	Review	Operational
Title deeds	Transfer to WCA once they become inactive. WCA will not accept deeds still needed to prove title	Preserve	Common practice
Maps, plans, and surveys of property owned by the council or meeting	Transfer to WCA once they become inactive	Preserve	Common practice
General correspondence	Until there is no longer an administrative requirement	Destroy	Operational
Complaints	6 Years after resolution of complaint	Destroy	Operational
Information Requests	6 Years after resolution of request	Destroy	Operational
Village/parish appraisals, plans, millennium projects and supporting papers	Until there is no longer an administrative requirement	Review	Operational
Planning applications and related papers for major controversial developments	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Planning applications for minor works where permission is refused	6 years	Destroy	Limitation Act 1980
Leases, agreements, contracts and wayleaves	Until there is no longer an administrative requirement	Review	Operational
Parish council newsletter	Transfer one copy to WCA	Preserve	Common practice
Newsletter mailing list	Retain until consent	Destroy	Operational

	withdrawn or following regular review consent no longer provided		
Quotations and tenders (successful)	6 years after contract ends	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Routine internal correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Scale of fees and charges	Until superseded by new charges	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
Risk assessments	Once superseded by a new risk assessment or once inactive	Destroy	Operational
Personnel files	6 Years after termination of service	Destroy	Risk of investigation regarding any future litigation
Recruitment data Successful Unsuccessful	Add to personnel file 6 months after recruitment finalised plus current year	Destroy	Equalities Act
Financial			
Receipt and payment books	Transfer to WCA once they become inactive	Preserve	Council financial regulations
Annual audited	6 years.	Destroy,	Council financial

accounts			regulations
Accounts and statements	6 years	Destroy	Council financial regulations
Bank statements including deposit/saving accounts	6 years	Destroy	Council financial regulations
Bank paying-in books	Last completed Audit year	Destroy	Council financial regulations
Cheque book stubs	Last completed Audit year	Destroy	Council financial regulations
Paid invoices	6 years	Destroy	Council financial regulations
Paid cheques	6 years	Destroy	Council financial regulations
VAT records	6 years	Destroy	VAT Act 1994
VAT claims	6 years	Destroy	VAT Act 1994
Time sheets	Last completed Audit year	Destroy	Council financial regulations
Miscellaneous			
Maps created under the provision of the Rights of Way Act 1932	Transfer to HRO once they become inactive	Preserve	Common practice
Papers concerning Rights of Way	Until there is no longer an administrative requirement	Destroy	Operational
Legal Papers	Indefinite	Preserve	Audit, Operational
Community magazines or newsletters(not	Until there is no longer an administrative	Review	Operational

created by the parish council)	requirement		
Photographs	Until there is no longer an administrative requirement	Review	Operational
Any records predating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, tithe maps and apportionments, enclosure awards etc.	Transfer to WCA immediately	Preserve	Common practice
Reports, guides, handbooks etc received from other organisations	Until there is no longer an administrative requirement	Review	Operational