

Document Retention and records Management Policy

Introduction

Denham Parish Council recognises that the efficient management of its records is necessary to comply with the 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.

Scope

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 thereafter retained to provide evidence of its transactions or activities.

These records may be created, received or maintained in hard copy or electronically within the parish office. This policy also includes documents received by, created or held by a Parish Councillor (whether elected or co-opted) which relate to the business of the Parish Council.

The term 'Record' refers to any document or record regardless of the media in which they are stored so refers to electronic records as well as printed documents.

Responsibilities

Denham 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 Executive Clerk/RFO.

Staff, Councillors and volunteers who hold records for which they are responsible have a duty to ensure those records are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

Relationship with Existing Policies

This policy has been drawn up within the context of:

- Freedom of Information / EIR policy
- GDPR / Data protection policy

Also, applies to other legislation or regulations, which may from time to time, apply to Parish Councils.

Document Retention Schedule

Under the Freedom of Information Act 2000, Denham Parish Council is required to maintain a retention schedule listing. The retention schedule lists the length of time, which the 'record' needs to be retained.

When a 'record' is no longer required and has gone beyond the retention period. It may become necessary to dispose older information that is no longer required. This must be shredded through a recognised supplier, such as 'Restore Datashred'

Document	Minimum Retention Period	Reason
Minutes and Correspondence		
Minutes of Council meetings	Indefinite	Archive
Agenda	Indefinite	Archive
Correspondence and papers on important local issues	Indefinite	Archive
Routine correspondence	As long as useful	Management
Financial		
Receipt and payment accounts	Indefinite	Archive
Accounts / Financial Annual Return	Indefinite	Archive
Receipt books	6 years	VAT
Bank Statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Budget control papers	Current year + 2 years	Audit
Quotations & Tenders	6 years	Statute of Limitations Act 1980 (as amended)
Paid Invoices	6 years	VAT
Paid Cheques	6 years	Statute of Limitations Act 1980 (as amended)
VAT Records	6 years	VAT
Payroll records	12 years	Superannuation
Timesheets	Last completed audit year	Audit
Invoices	6 years	VAT
Insurance		
Certificate of Employers Liability	Indefinite	Legislation / Archive
Certificate of Public Liability	Indefinite	Legislation / Archive
Insurance Claim records	7 years after all obligations are concluded	Legislation
Policy renewal records & correspondence	While valid	Management
General Management		
Investments	Indefinite	Audit
Title deeds, leases, agreements, contracts	Indefinite	Audit

Member allowances (if applicable)	6 years	Tax
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Document	Minimum Retention Period	Reason
Health & Safety		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection Records	25 years	Management
Risk Assessments	3 years from last assessment	Management
Members		
Register of Interests	18 months after individual ceases to be a member	Management
Other		
Complaints	5 years after closure of case	Management
Press Releases / Newsletters	6 years	Management
Public consultations / Surveys	5 years	Management
Personnel / Staff Matters		
Application forms (unsuccessful candidates)	6 months	Management
Disciplinary Records	Retain for period of employment	Management
Personnel Files	6 years after ceasing employment	Management
Planning		
Applications	6 years	Archived
Applications on which Parish Council has commented	12 months	Management
Allotments		
Register and Plans	Indefinite	Audit and Management

Derek Wilson
Executive Clerk and RFO

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