

# **Stanwick Parish Council**

## **Document Retention Policy**

- 1. Purpose:** Stanwick Parish Council requires a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that enables the Parish Council to meet its statutory obligations in respect of documents subject to legislation.

The document storage arrangements should:

- Ensure security of documents
  - Protect employees privacy
  - Facilitate access to information
  - Optimise the use of storage space
  - Be cost effective
  - Facilitate the destruction of redundant documents
- 2. Scope:** This policy applies to users of Stanwick Parish Council information records, both paper and electronic, it includes councillors and employees.
  - 3. Statutory Requirements:** Documents subject to a statutory period of retention are identified by their associated legislation in Annex A.
  - 4. Personal data:** In accordance with Data Protection legislation and the General Data Protection Regulations 2018, personal data will not be retained for longer than necessary.
  - 5. Security of Documents:** Stanwick Parish Council records are held in paper and/or electronic format. To minimise the risk of accidental loss of valuable records, masters or copies (as deemed appropriate) will be stored off site.
  - 6. Employee's privacy:** The privacy of personnel records will be appropriately assured.
  - 7. Availability and Access:** All records necessary to Stanwick Parish Council' business will be retained for a period of time that reasonably assures the availability of records needed.
  - 8. Storage space and cost:** Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this policy to avoid any inference that a document was destroyed in anticipation of a problem.
  - 9. Electronic storage:** Records maintained electronically will be subject to the same rules of retention and security as paper records. This includes email correspondence.
  - 10. Disposal of records:** All records containing personal information, such as personal names and addresses, will be disposed of through shredding as confidential waste. Where the volume of

documents is too large for Parish Council facilities, alternative means of record destruction will be used, such as commercial services.

Non-confidential records, such as correspondence from other government bodies, trade publications etc will be recycled as paper recycling.

Computer hardware will be professionally cleaned of data prior to disposal or the hardware will be destroyed.

**11. Implementation of the Policy:** that Clerk will be responsible for the implementation of the policy.

**12. Monitoring and Review:** the policy will be reviewed periodically to monitor its effectiveness.

**This policy should be read in conjunction with the following Stanwick Parish Council policies and documents:**

Data Protection Policy

Information Security Policy

Information Security Asset Inventory

Stanwick Parish Council Privacy Notice

## **Annex A**

<b>Document</b>	<b>Minimum retention period</b>	<b>Reason</b>
Signed minutes of council meetings (Hard copy)	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts (Hard copy)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT

Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Wages books/Payroll records	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date from when insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases,	Indefinite	Audit, Management
Members allowances	6 years	Tax, Limitation Act 1980
<b>Health and Safety</b>		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection records	25 years	Management
Risk assessment	3 years from last assessment	Management
<b>Members</b>		
Register of members interests	18 months after individual ceases to be a Member	Management
<b>Miscellaneous</b>		
Complaints	5 yrs. after closure of case	Management
Press releases	1 years	Management
Public consultation - survey and returns	3 years	Management
Reports, newsletters etc.	Retain as long as useful	Management
Parish Council Newsletter	Own copy as long as wish	Management
Correspondence	6 months	Management

<b>Document</b>	<b>Minimum retention period</b>	<b>Reason</b>
<b>Planning</b>		
Planning applications where granted, plans and decision letters	Held on ENC planning portal	Planning and enforcement
Appeal decision notice	Held on ENC planning portal	Planning and enforcement
Planning applications where refused, plans and decision letters	Held on ENC planning portal	Planning and enforcement
Structure plans, Local Plans and similar	As long as in force	Management
<b>Documentation for Legal purposes (unless extended)</b>		
Negligence	6 yrs.	Limitation Act 1980 (as amended)
Defamation	1 yr.	Limitation Act 1980 (as amended)
Contract	6 yrs.	Limitation Act 1980 (as amended)
Sums recoverable	6 yrs.	Limitation Act 1980 (as amended)
Leases	12 yrs.	Limitation Act 1980 (as amended)
Personal injury	3 yrs.	Limitation Act 1980 (as amended)
To recover land	12 yrs.	Limitation Act 1980 (as amended)
Rent	6 yrs.	Limitation Act 1980 (as amended)
Breach of Trust	None	Limitation Act 1980 (as amended)

