

Coney Weston Parish Council

DOCUMENT RETENTION AND RECORDS MANAGEMENT POLICY

INTRODUCTION

Coney Weston 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 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 are thereafter retained to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

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

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.

DOCUMENT RETENTION SCHEDULE

Under the Freedom of Information Act 2000 the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Document	Minimum Retention Period	Reason
Minutes and Correspondence		
Minutes of Council meetings	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
Paid invoices	6 years	VAT
Paid cheques	6 years	VAT
VAT records	6 years	VAT
Timesheets	Last completed audit year	Audit
Invoices	6 years	VAT
Insurance		
Certificate of Employers Liability	50 years	Legislation
Certificate of Public Liability	21 years	Legislation

Insurance Claim records	7 years after all obligations are concluded	Legislation
Policy renewal records & correspondence	While valid	Management
General Management		
Members allowances (if applicable)	6 years	Tax
Payroll	12 years	Superannuation
Scale of Fees and Charges	6 years	Management
Members		
Register of Interests	18 months after individual ceases to be a Member	Management