

## **DOCUMENT RETENTION POLICY**

### **1. Introduction**

St Nicholas Hurst Parish Council (SNHPC) 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 policy provides a framework through which this effective management and retention of public records can be achieved and properly audited. It covers: -

### **2. Scope**

This policy applies to all records created, received or maintained by the Parish Council. Records are defined as all those documents which relate to the business carried out by the Parish 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 Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research. Archived records will be stored at Berkshire County Record Office on behalf of the Parish Council.

### **3. Responsibilities**

The Parish 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 Parish Council, and she 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 for which she is responsible are accurate and are maintained and disposed of in accordance with the Parish 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 "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 General Data Protection Regulations 2018; the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

#### 4. Retention Schedule

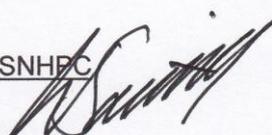
Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the types of records which it creates or holds in the course of its business. The retention schedule lays down the length of time which the record needs to be retained for and the action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

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

Please see the Retention Schedule at Appendix 1.

This policy will be reviewed annually by SNHPC to ensure that it is relevant to working.

Agreed by SNHPC  
Chairman:   
Date: 11/6/18

## Appendix A

### Retention Schedule

<b>Document</b>	<b>Minimum Retention</b>
Minutes and Minute Books	Indefinite
Correspondence/Papers on Important Local Issues/Activities	Indefinite
Routine Correspondence, papers & Emails	3 Years
Electoral Register	1 Year
Annual return and audited accounts	Indefinite
Cheque books and paying in books	7 Years
Budgetary Control Papers	7 Years
Bank Statements	7 Years
Quotations	7 Years
Paid Invoices	7 Years
Audit/VAT records	7 Years
Tax and NI records	7 Years
Asset Register	Indefinite
Risk Assessments	3 Years
Personnel and pension information	For period of employment and 3 years thereafter
Deeds/Leases	Indefinite
Insurance policies	Indefinite