



## BRAISHFIELD PARISH COUNCIL RETENTION OF DOCUMENTS AND RECORDS MANAGEMENT POLICY

This policy applies to all records created, received or maintained by Braishfield 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 Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage 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 corporate responsibility to maintain its records and record management systems in

| Document   | Min Retention Period                     | Reason                   | Where stored                     |
|--|--|--------------------------|----------------------------------|
| <b>Minutes &amp; Correspondence</b>                            |  |                          |                                  |
| Signed Minutes of Council Meetings                             | Indefinite                               | Legal requirement        | Clerks Address / Archives Office |
| Agendas  | Indefinite                               | To support the minutes   | Clerks Address / Archives Office |
| Correspondence & papers on important local issues & activities | 6 years                                  | For reference            | Clerks Address                   |
| <b>Finance</b>   |  |                          |                                  |
| Invoices   | Ten years                                | Audit Inspections        | Clerks Address / Archives Office |
| Paid cheques   | Ten years                                | Audit Inspections        | Clerks Address / Archives Office |
| VAT records  | Ten years                                | Audit Inspections        | Clerks Address / Archives Office |
| Pension records  | Two years after the former employee dies | Recommendation from SLCC | Clerks Address / Archives Office |

accordance with regulations. The person with overall responsibility for this policy is the Clerk. The retention schedule lays down the length of time which the record need to be retained and the action which should be taken when it is of no further administrative use.

### RECORD MANAGEMENT TABLE:-

(Clerks Address may mean in paper or electronic form)

|  |           |                          |                                  |
|--|-----------|--------------------------|----------------------------------|
| Management Finance & Payroll Scale of Fees and Charges | 5 Years   | Recommendation from SLCC | Clerks Address / Archives Office |
| Management Receipt and Payment accounts                | Ten years | Audit Inspections        | Clerks Address / Archives Office |
| Archive Accounts/Financial Annual Return               | Ten years | Audit Inspections        | Clerks Address / Archives Office |
| Bank Statements (including deposit/ savings accounts)  | Ten years | Audit Inspections        | Clerks Address / Archives Office |



|   |  |  |                                  |
|---|--|--|----------------------------------|
| Bank Paying-in Books  | Ten years  | Audit Inspections  | Clerks Address / Archives Office |
| Cheque Books Stubs  | Ten years  | Audit Inspections  | Clerks Address / Archives Office |
| Audit Budgetary Control Papers  | 5 years  | Recommendation from SLCC   | Clerks Address / Archives Office |
| <b>General</b>  |  |  |                                  |
| Quotations and Tenders  | 2 years  | Reference only   | Clerks Address / Archives Office |
| Routine correspondence, papers & emails   | 2 years  | Reference only   | Clerks Address / Archive Office  |
| Contracts   | Six years after the contract has ended   | Should a claim be brought under that contract  | Clerks Address / Archive Office  |
| Hand written notes from meetings  | Shredded after typed up and the typed notes approved at the next available meeting             | These are not the legal record of the meeting and are available under the Freedom of Information Act | Clerks Address / Archive Office  |
| <b>Health and safety</b>  |  |  |                                  |
| Insurance Policies Cert of Employers Liability                                      | 21 years   | Should a claim arise   | Clerks Address / Archive Office  |
| Insurance Claim Records   | 7 Years after all obligations are concluded (allowing for claimant to reach age of 25)         | Should a claim arise   | Clerks Address / Archive Office  |
| Health & Safety Accident Books  | (injuries to Adults) 25 Years from closure<br>Management Accident Books (injuries to Children) | Should a claim arise   | Clerks Address / Archive Office  |
| Management Risk Assessments   | 25 Years from closure Records  | Should a claim arise   | Clerks Address / Archive Office  |
| Management Equipment Inspection   | 25 Years from closure Records  | Should a claim arise   | Clerks Address / Archives Office |
| <b>Personnel records</b>  |  |  |                                  |
| Management Personnel/Human Resources Application forms (interviewed - unsuccessful) | 6 Months   | Should a claim arise   | Clerks Address                   |
| Personnel files (not payroll information)   | 6 years after ceasing employment   | Should a claim arise   | Clerks Address                   |
| Title Deeds, leases, agreements and correspondence                                  | Whilst the council owns or occupies the land   | Not required after the council is no longer owning or occupying the land                             | Clerks Address                   |
| Contracts   | Whilst the contract is active  | Not required after the contract has expired  | Clerks Address                   |



|                                       |  |   |                                  |
|---------------------------------------|--|---|----------------------------------|
| Members allowances                    | 10 years                                       | Audit Inspections   | Clerks Address / Archives Office |
| Members Register of Members Interests | Destroy after member ceases to be a councillor | Only current records required. No need to keep data longer than required. | Clerks Address                   |
| Press Releases                        | 2 years  | Reference only  | Clerks Address                   |
| Surveys & returns                     | Until project completed                        | Only current records required. No need to keep data longer than required. | Clerks Address                   |
| Newsletters etc. from other bodies    | Retain as long as useful                       | Used for reference purposes and advice                                    | Clerks Address / Archives Office |
| Planning Applications                 | Not retained past one year                     | Held by Planning Authority  | Clerks Address                   |

Date of policy: 5<sup>th</sup> July 2022

Approving committee: Braishfield Parish Council

Date of committee meeting: 5<sup>th</sup> July 2022

Policy effective from: 5<sup>th</sup> July 2022

Date for next review: May 2023