

## **BRABOURNE PARISH COUNCIL RETENTION OF DOCUMENTS POLICY**

Brabourne 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. It covers:

### **Scope**

### **Responsibilities**

### **Retention Schedule**

### **Scope of the policy**

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 (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.

### **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 the implementation of this policy is the Clerk to the Parish Council, who 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.

### **Retention Schedule**

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule which lays down the length of time for which records need to be retained and the action which should be taken when they are 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. This retention schedule refers to record series regardless of the media in which they are stored.

### **Planning Applications**

All planning applications and relevant decision notices are available at the offices of Ashford Borough Council and applications from 2003 are available on its website, earlier applications can be viewed by appointment. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council Minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below.

## Retention of Documents

Document	Minimum Retention	Reason
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank statements	7 years	Audit/management
Cemetery records	Indefinite	Archive
Cheque book stubs	Last completed audit	Management
Complaints	1 year	Management
Declaration of Acceptance of Office	Chairman – 1 year Councillors – until the next election	Management
Declaration of Pecuniary Interests	For duration of councillors' office	Management
General information	3 months or the previous edition	Management
Paying in books	Last completed audit	Management
Quotations	7 years	Audit
Paid invoices	7 years	Audit/VAT
Routine correspondence (including emails)	6 months	Management
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Insurance policies	While valid (unless there is relevant claim outstanding)	Audit
Cert of Employers Liability	40 years	Audit/legal
Cert of public liability	40 years	Audit/legal
Assets register	Indefinite	Audit
Deeds, leases	Indefinite	Audit

## Disposal procedure

All documents that are no longer required for administrative reasons should be shredded and disposed of securely.