

Crudwell Parish Council - Retention of Documents (Archiving) Policy

The 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.

Some of the Parish Council's records may be selected for permanent preservation as part of the Council's archives and for historical research. Records may also be deposited at the Wiltshire County Council Archives for permanent preservation

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 (see page 2)

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.

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 documents are available at Wiltshire County Council. 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 routine correspondence and e-mails.

Disposal procedures:

All documents that are no longer required for administrative reasons should be shredded or disposed of by other reliable methods.

Recording of online meetings and retention

Online recordings may be made at the discretion of the Chair to assist with the taking of the meeting minutes. Once the minutes have been approved the Parish Council recording file will be deleted. If a member of the public decides to record the meeting, please notify the Chair so that we can ensure the correct settings are in place to do so.

Retention of Documents		
Document	Minimum Retention	Reason
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank statements	6 years	Audit/management
Cheque book stubs	3 years	Management
Paying in books	3 years	Management
Quotations	6 years	Audit
Paid invoices	6 years	Audit/VAT
VAT records	6 years	Audit/VAT
Salary records	6 years	Audit
Tax & NI records	6 years	Audit
Insurance policies	Whilst valid	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
Booking policy	6 years	Management
Copies of bills to hirers	6 years	Management/audit
Staff Records	Term of employment + 6 years	Management
Declarations of acceptance	Term of Office + 1 year	Management
Members register of interests' book	Term of office + 1 year	Management
Complaints	1 year or whilst valid	Management
General information	3 months	Management
Routine correspondence & e-mails	6 months	Management

This policy will be reviewed on an annual basis at the Parish Councils December meeting each year.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

Created: Dec 2022

Revised: N/A

Adopted: 20/12/2022

Next review: Annually – December Parish Council meeting