



## Stratfield Mortimer Parish Council

### Record Retention Policy

**Purpose:** Stratfield Mortimer Parish Council (SMPC) requires a wide variety of records for transacting its business and is committed to retaining these records in a format and for periods of time that enables SMPC to meet its statutory obligations in respect of records subject to legislation. In addition this Policy:

- Ensures security of records
- Protects personal details and confidential data
- Facilitates access to information
- Optimises the use of storage space
- Aims to manage associated costs of record retention
- Facilitates destruction of redundant records

**Scope:** This Policy applies to SMPC's records, both paper and electronic. Electronically maintained records will be subject to the same rules of retention and security as paper records unless otherwise stated. Copies of Parish Council records, held by councillors, are not subject to a minimum retention period but must be destroyed when either no longer required or at the end of their term of office and in accordance to the **Disposal of Documents** below.

**Statutory Requirements:** Records subject to a statutory period of retention are identified by their associated legislation in Appendix 1.

**Security of Records:** Hard copies containing personal and/or sensitive information will be kept in lockable storage. Electronic copies will be stored on media which is password protected. The security of electronic documents stored with third parties has been assessed as part of the General Data Protection Regulation Audit.

**Availability & Access:** All records necessary for SMPC's business will be retained for a period of time, as per Appendix 1, that reasonably assures the availability of records when needed.

**Storage Space and Cost:** Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this Policy to avoid any inference that a document was destroyed in anticipation of a problem.

**Disposal of Documents:** Hard copies of records containing personal and confidential information will be cross shredded and disposed of as confidential waste. Other documents will be recycled as appropriate. Electronic records containing personal and confidential information will be deleted. Prior to disposing of computer hardware, memories and discs will be fully wiped.

**Implementation of Policy:** The Clerk will be responsible for the implementation of the Policy.

**Monitoring & Review of Policy:** The Policy will be reviewed annually to monitor its effectiveness, taking account of users' comments and updated to include additional relevant records.



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#### Appendix 1

Category	Record	Electronic/ Hard Copy	Minimum Retention	Processing Purpose
ADMINISTRATION	Annual Parish Award	H	Three years	Management
	<u>Complaints:</u> <u>No resulting policy change</u> <u>Resulting in a policy change</u>	<u>E/H</u>	<u>Three years from last action</u> <u>Five years from last action</u>	<u>Legal obligation</u>
	<u>Consultation Results</u>	<u>E/H</u>	<u>Five years from exercise</u>	<u>Consent</u>
	<u>Co-option applications and results</u>	<u>E/H</u>	<u>6 months from date of co-option</u>	<u>Management</u>
	Correspondence & emails - general	E/H	Until no longer required	Management
	Correspondence & emails - other	E/H	At least six years, then until no longer required	Limitation Act 1980 / Management
	Councillor email accounts	-	One year following end of term of office	Management
	Historical Information	H	Indefinite	Historical purposes
	Information from other bodies	H/E	Until no longer required	Management
	Newsletters	H	Indefinite	Interest
	Parish Plans/NDP – final copy	E/H	Indefinite	Management & historical purposes
	Planning	E	Until no longer required	Information is held by Planning Authority
	Policies /Procedures	E/H	Until revised copy is available	Management & Audit



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	<b>Register of Electors</b>	E/H	Until no longer required	Management
	<b>Risk Assessments</b>	E	Until reviewed and updated	Management
<b>AUDIT AND FINANCE</b>	<b>Asset Register</b>	E	Indefinite	Management & Audit
	<b>Bank Paying-in Book</b>	H	Last completed audit year	Audit
	<b>Bank Statements</b>	H	Last completed audit year	Audit
	<b>Cheque Book Stubbs</b>	H	Last completed audit year	Audit
	<b>Hire Forms</b>	E/H	Six years	Audit/VAT
	<b>Internal/External Audit Report and Returns</b>	H	Indefinite	Legal
	<b>Lettings diaries</b>	H	Six years	Audit/VAT
	<b>Paid invoices</b>	H	Six years from when the relevant accounts are submitted.	Audit/VAT
	<b>Receipt and Payment Accounts</b>	H/E	Indefinite	
	<b>Scale of fees/charges</b>	E	Six years from when the relevant accounts are submitted.	Audit/VAT
	<b>VAT Records</b>	H	Six years from when the relevant accounts are submitted, but 20 years for VAT on rents	Audit/VAT
<b>BURIAL GROUNDS</b>	<b>Register of: Burials Purchased Graves Register/plan of grave spaces Memorials</b>	E/H	Indefinite	Archives, Local Authorities Cemeteries Order 1977



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	<b>Applications for internment</b> <b>Applications for right to erect memorials</b> <b>Disposal certificates</b> <b>Copy certificates of grant of exclusive right of burial</b>			
<b>COMMITTEES</b>	<b>Agendas</b>	H/E	Once finished with	Management – no current obligation
	<b>Meeting Papers</b>	H E	Once finished with Six years/ <u>until no longer needed</u>	Management
	<u>Meeting Recordings</u>	<u>E</u>	<u>Until minutes have been approved</u>	<u>No current obligation</u>
	<b>Minutes - approved</b>	H E	Indefinite Six years	Statutory No current obligation
	<b>Minutes - draft</b>	H	Until minutes have been approved	Management
<b>PERSONNEL</b>	<b>Recruitment records for unsuccessful candidates</b>	H	Six months after candidate has been notified	Equality Act 2010
	<u>Staff employment records</u>	<u>E/H</u>	Duration of Employment plus <del>12</del> 7 years	Contract
	<u>Staff leave and absence</u>	<u>E</u>	<u>Two years after action completed</u>	<u>Contract and management</u>
	<u>Staff pension records</u>	<u>H</u>	<u>Six years from date of last pension payment</u>	<u>Legal/Audit</u>



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	<b>Staff payroll records</b>	H	<del>Duration of Employment plus 12 years</del> <u>Six years from when the relevant accounts are submitted.</u>	Tax/Audit
	<b>Time sheets</b>	H	Three years	Audit Personal Injury Limitation Act 1980
<b>PURCHASE MANAGEMENT</b>	<b>Contracts</b>	E/H	Six years after contract expired 12 years for contracts under seal	Limitation Act 1980
	<b>Quotations and tenders</b>	E/H	Successful: six years after contract expired Unsuccessful: one year	Limitation Act 1980 / Management
<b>STATUTORY and LEGAL</b>	<b>Accident/Incident Report</b>	H	21 <del>0</del> years	Management
	<b>Certificate of Employers Liability</b>	H	40 years from date on which insurance commenced or was renewed	Employers' Liability (Compulsory Insurance) Regulations 1998
	<b>Declaration of Term of Office</b>	H	Six years	Legal – Members are required to sign
	<b>Deeds</b>	H	Indefinite	Audit and management
	<b>Freedom of Information Requests</b>	H/E	Three years	Legal
	<b>Insurance policies but see below</b>	H/E	Seven years after the term of the policy has expired	Legal



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	<b>Insurance policy numbers and company names</b>	E	Indefinite	Management
	<b>Insurance claim</b>	E/H	Seven years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)	Legal
	<b>Leases</b>	H	12 years	Limitation Act 1980
	<b><u>Risk Assessments</u></b>	<u>E</u>	<u>Whilst valid</u>	<u>Insurance</u>
	<b>Register of Members Interest</b>	H	Six years	Legal – Members are required to complete
	<b>Playground equipment inspection reports</b>	H	Duration of life of equipment plus six years	Limitation Act 1980

Adopted at Full Council 11/7/2019 19/65

Review July 2020