



Stratfield Mortimer Parish Council

Record Retention Policy

Purpose

- 1 This is the Record Retention Policy of Stratfield Mortimer Parish Council and adopts the definitions in the Council's Policy Guidance and Glossary.
- 2 The Council requires a wide variety of records for transacting its business and is committed to retaining such records in a format, and for such periods of time, that enable it to (at least) meet its statutory obligations in respect of records.
- 3 In addition, this Policy seeks to:
 - ensure the security of records;
 - protect personal details and confidential data;
 - facilitate legitimate access to information;
 - optimise the use of storage space;
 - manage the associated costs of record retention; and
 - facilitate the destruction of redundant records.
- 4 The Appendix sets out the minimum retention periods for different records.

Scope

- 5 This Policy applies to the Council's records - paper and electronic.
- 6 Electronic records will be subject to the same rules of retention and security as paper records unless otherwise stated.
- 7 Copies of Council records held by Members are not subject to a minimum retention period but must be destroyed when either no longer required, or at the end of the Member's term of office, and in accordance with the Disposal Part below.
- 8 The Clerk is responsible for the implementation of the Policy.
- 9 Records subject to a statutory period of retention are identified by their associated legislation in the Appendix.

Security

- 10 Hard copy records containing personal and/or sensitive information will be kept in lockable storage.
- 11 Electronic records shall be stored on media which is password protected. The rules relating to passwords set out in the System Security Part of the Council's Financial Regulations shall be applicable to passwords relating to electronic records held in accordance with this Policy.

Disposal

- 12 Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling.
- 13 Hard copies of records containing personal and confidential information will be cross shredded and disposed of as confidential waste.
- 14 Other physical documents will be recycled as appropriate.
- 15 Electronic records containing personal and confidential information will be deleted.
- 16 Prior to disposing of computer hardware, memories and discs will be fully wiped.

Appendix

Category	Record	Electronic/ Hard Copy	Minimum Retention Period	Processing Purpose
ADMINISTRATION	Annual Parish Award	H	Three years	Management
	Complaints: No resulting policy change	E/H	Three years from last action	Legal obligation
	Resulting in a policy change		Five years from last action	
	Consultation Results	E/H	Five years from exercise	Consent
	Co-option applications and results	E/H	6 months from date of co-option	Management
	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
Register of Electors	E/H	Until no longer required	Management	

	Risk Assessments	E	Until reviewed and updated	Management
	Speed Watch Data	E	As soon as uploaded to the Community SpeedWatch portal	Management
AUDIT AND FINANCE	Asset Register	E	Indefinite	Management & Audit
	Bank Paying-in Book	H	Last completed audit year	Audit
	Bank Statements	H	Last completed audit year	Audit
	Cheque Book Stubbs	H	Last completed audit year	Audit
	Hire Forms	E/H	Six years	Audit/VAT
	Internal/External Audit Report and Returns	H	Indefinite	Legal
	Lettings diaries	H	Six years	Audit/VAT
	Paid invoices	H	Six years from when the relevant accounts are submitted.	Audit/VAT
	Receipt and Payment Accounts	H/E	Indefinite	
	Scale of fees/charges	E	Six years from when the relevant accounts are submitted.	Audit/VAT
	VAT Records	H	Six years from when the relevant accounts are submitted, but 20 years for VAT on rents	Audit/VAT
BURIAL GROUNDS	Register of: Burials Purchased Graves Register/plan of grave spaces Memorials Applications for internment Applications for right to erect memorials Disposal certificates	E/H	Indefinite	Archives, Local Authorities Cemeteries Order 1977

	Copy certificates of grant of exclusive right of burial			
COMMITTEES	Agendas	H/E	Once finished with	Management – no current obligation
	Meeting Papers	H E	Once finished with Six years/until no longer needed	Management
	Meeting Recordings	E	Until minutes have been approved	No current obligation
	Minutes - approved	H E	Indefinite Six years	Statutory No current obligation
	Minutes - draft	H	Until minutes have been approved	Management
PERSONNEL	Recruitment records for unsuccessful candidates	H	Six months after candidate has been notified	Equality Act 2010
	Staff employment records	E/H	Duration of Employment plus 7 years	Contract
	Staff leave and absence	E	Two years after action completed	Contract and management
	Staff pension records	H	Six years from date of last pension payment	Legal/Audit
	Staff payroll records	H	Six years from when the relevant accounts are submitted.	Tax/Audit
	Time sheets	H	Three years	Audit Personal Injury Limitation Act 1980
PURCHASE MANAGEMENT	Contracts	E/H	Six years after contract expired 12 years for contracts under seal	Limitation Act 1980

	Quotations and tenders	E/H	Successful: six years after contract expired Unsuccessful: one year	Limitation Act 1980 / Management
STATUTORY and LEGAL	Accident/Incident Report	H	21 years	Management
	Certificate of Employers Liability	H	40 years from date on which insurance commenced or was renewed	Employers' Liability (Compulsory Insurance) Regulations 1998
	Declaration of Term of Office	H	Six years	Legal – Members are required to sign
	Deeds	H	Indefinite	Audit and management
	Freedom of Information Requests	H/E	Three years	Legal
	Insurance policies but see below	H/E	Seven years after the term of the policy has expired	Legal
	Insurance policy numbers and company names	E	Indefinite	Management
	Insurance claim	E/H	Seven years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)	Legal
	Leases	H	12 years	Limitation Act 1980
	Risk Assessments	E	Whilst valid	Insurance
	Register of Members Interest	H	Six years	Legal
	Playground equipment inspection reports	H	Duration of life of equipment plus six years	Limitation Act 1980

CCTV	Captured data and recorded data	E/H	Data is recorded for 30 days and then overwritten, captured data will be stored for the length of the investigation it relates to	Data Protection act 2018
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