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**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

1. This Policy applies to the Council’s records - paper and electronic.
2. Electronic records will be subject to the same rules of retention and security as paper records unless otherwise stated.
3. 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.
4. The Clerk is responsible for the implementation of the Policy.
5. Records subject to a statutory period of retention are identified by their associated legislation in the Appendix.

Security

1. Hard copy records containing personal and/or sensitive information will be kept in lockable storage.
2. 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.
3. Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling.
4. Hard copies of records containing personal and confidential information will be cross shredded and disposed of as confidential waste.
5. Other physical documents will be recycled as appropriate.

Appendix

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| **Category** | **Record** | **Electronic/**  **Hard Copy** | **Minimum Retention**  **Period** | **Processing Purpose** |
| **ADMINISTRATION** | Annual Parish Award | H | Three years | Management |
|  | Complaints:  No resulting policy change  Resulting in a policy change | E/H | Three years from last action  Five years from last action | Legal obligation |
|  | 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  Copy certificates of grant of exclusive right of burial | E/H | Indefinite | Archives, Local Authorities Cemeteries Order 1977 |
| **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 |

Document control

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| --- | --- | --- | --- | --- | --- |
| Version | Date | Editor | Changes | Approved | |
| On | By |
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