

Bowes Parish Council

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. A small percentage of the Parish Council's records will be selected for permanent preservation as part of the council's archives and for historical research.

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, and they are 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 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.

RETENTION OF DOCUMENTS DOCUMENT

The Records Retention Schedule sets out the periods for which Parish Council records should be retained to meet operational needs and to comply with legal and other requirements and are then disposed of securely. It provides guidance on retention of records but is not intended to be either prescriptive or exhaustive.

Parish Council Minutes	Permanent archive
Audited accounts	Permanent archive
Annual return	Permanent archive
Cemetery Plan	Permanent archive
Playground inspection reports	40 years
Salary records	6 years
VAT records	6 years
Insurance documents	while valid
Correspondence lists	6 years
Payments lists	6 years
Paid invoices and receipt records	6 years
General correspondence	6 years
Personnel records	6 years
Sales & purchasing invoices	6 years
bank statements	6 years

Planning applications

All planning applications and relevant decision notices are available on the Parish Council website. 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.