

WITTON & RIDLINGTON PARISH COUNCIL

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Chairman: Mrs Amanda Sands

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DOCUMENT RETENTION AND RECORDS MANAGEMENT POLICY

INTRODUCTION

Witton and Ridlington 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
- Relationships with existing policies
- Retention Schedule

SCOPE

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 to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically and this policy includes documents received by, created or held by a Parish Councillor (whether elected or co-opted) which relate to the business of the Parish Council.

The term "Record" refers to any document or record regardless of the media in which they are stored so refers to electronic records as well as printed documents.

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 this policy is the Clerk to the Parish Council.

Staff, Councillors and volunteers who hold records for which they are responsible have a duty to ensure those records are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection policy/publication scheme
- Audit Regulations

And such other legislation or regulations which may from time to time apply to Parish Councils.

DOCUMENT 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.

Appendix 1

Retention of Documents by the Parish Council

SR – Statutory Requirement, AR – Audit Requirement, BP – Best Practice,
Red – Must have, Black – Good to have
 NRO – Norfolk Records Office

Document Status	Minimum retention period	Explanation
Minute Books (SR)	Indefinite	Archive (NRO) Electronic copy (Clerk) Website (2 years)
Receipt & Payment (or Income & Expenditure) Accounts Annual Returns, year-end bank reconciliation (SR/AR)	7 years	Hard Copy Archive (NRO) Electronic copy (Clerk) Website (5 years)
Receipt books of all kinds (SR)	7 years	Audit and management
Bank statements (AR)	7 years	Audit and management
Bank paying-in books (AR/SR)	7 years	Audit and management
Cheque book stubs (AR/SR)	7 years	Audit and management
Quotations and tenders (AR/SR)	12 years	Statute of Limitations
VAT Invoices / Records (AR/SR)	7 years	VAT
Timesheets (AR) Sickness / Holiday record (BP)	Last completed audit year	Audit, personnel
Payroll / Tax Codes (SR/AR)	7 years	Audit, HMRC
Written Statement of Particulars (SR) Job Description (SR)	During Employment Further 6 months	Model document available
Completed Job Application forms (BP)	6 months advisory	Post interview queries
Insurance policies (AR) Employers Liability Certificates (SR/AR)	7 years 40 years	Audit and management

Document Status	Minimum retention period	Explanation
Title deeds, leases, agreements, contracts (SR/AR) Incl. Charter Deeds for a Market	Indefinite	Audit and management & Historical
Members allowance register-where applicable (SR/AR)	7 years	HMRC Tax

Policy and Procedural Documents

Asset Register (AR/SR)
 Code of Conduct (SR)
 Complaints Policy (BP)
 Data Protection Policy (SR)
 Equality Policy (SR)
 Expenses Policy (BP)
 Financial Regulations (SR)
 Grant Awarding Policy (BP)
 Grievance and Disciplinary Policy (SR)
 Health & Safety Policy (BP or SR for 5 or more employees)
 Insurance Policy (SR)
 Interests Forms (SR)
 Lone Workers Policy (BP)
 Openness Policy or Statement (SR)
 Planning Policy (BP)
 Privacy Statements (where required) (SR)
 Recruitment Policy (BP)
 Risk Management Policy/Schedule (SR/AR)
 Standing Orders (AR/BP)
 Training & Development Policy (BP)