

Hepple Parish Council

Document Retention Policy

The Parish Council recognises that the efficient management of its records is necessary to comply with 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.

Extent of policy

This policy applies to all records created, received or maintained by the Parish Council while 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 during 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 (AGAR) Permanent archive
- Insurance documents while valid
- Finances - Paid invoices and receipt records 6 years
- Bank statements (from the online account)

Planning applications

All planning applications and relevant decision notices including any Parish Council responses are available on Northumberland County Council and Northumberland National Park websites.

All documents older than four years are archived, registered and submitted to Northumberland Archives, QEII Country Park, Ashington, Northumberland. NE63 9YF