

# **ALKHAM PARISH COUNCIL**

## **Document Retention and Disposal Policy and Procedure**

### **Retention of Documents Policy**

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**

#### **Introduction**

A Retention Schedule is a list of records that need to be kept by Alkham Parish Council for a specific length of time.

This schedule contains recommended retention periods for records created and maintained by the Parish Council and refers to all information regardless of the media in which it is stored, such as manual files, photographs, electronic files, tapes or microfiche.

The aim of the Retention Schedule is to provide a consistent approach to the way the Council handles its records and provide a clear set of guidelines.

A Retention Schedule serves the purpose of identifying records that may be worth preserving permanently as a part of a local authority archive as well as preventing the premature destruction of records that need to be retained for a specific legal, financial or statutory period.

This Retention Schedule details the function of each record, the type of records that may fall within this function and the length of time the Council should hold the record before taking disposal or archive action.

Many retention periods are determined by statute.

In conclusion good Records Management is not difficult; simply put, the Council needs to keep accurate and timely records for the appropriate period of time, making sure that obsolete records are securely disposed of in an appropriate manner.

### **Retention of Documents Procedure**

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. This retention schedule refers to record series regardless of the media in which they are stored.

| <b>Document</b>                      | <b>Minimum</b>                                   | <b>Retention Reason</b> |
|--------------------------------------|--|-------------------------|
| Minute Books                         | Indefinite                                       | Archive                 |
| Annual Accounts                      | Indefinite                                       | Archive                 |
| Annual Return                        | Indefinite                                       | Archive                 |
| Bank statements                      | 7 years  | Audit/management        |
| Cheque book stubs                    | Last completed audit                             | Management              |
| Paying in books                      | Last completed audit                             | Management              |
| Quotations                           | 7 years  | Audit                   |
| Paid invoices                        | 7 years  | Audit/VAT               |
| VAT records                          | 7 years  | Audit/VAT               |
| Salary records                       | 7 years  | Audit                   |
| Tax & NI records                     | 7 years  | Audit                   |
| Insurance policies                   | Whilst valid                                     | Audit                   |
| Cert of Employers Liability          | 40 years   | Audit/legal             |
| Cert of public liability             | 40 years   | Audit/legal             |
| Assets register                      | Indefinite                                       | Audit                   |
| Deeds, leases                        | Indefinite                                       | Audit                   |
| Electoral Register                   | 1 year (once new one is issued destroy previous) | Management              |
| Declarations of acceptance of office | Term of Office + 1 year                          | Management              |

| <b>Document</b>                     | <b>Minimum</b>       | <b>Retention Reason</b> |
|-------------------------------------|----------------------|-------------------------|
| Members register of interests' book | Term of office + 1   | Management              |
| Complaints                          | 1 year               | Management              |
| General information                 | 6 months             | Management              |
| Planning Applications               | 6 months (see below) | Management              |
| Routine correspondence & e-mails    | 6 months             | Management              |

### **Planning Applications**

All planning applications and relevant decision notices are available at DDC ( Dover District Council). There is no requirement to retain duplicates locally. However, all paper plans which have been issued by DDC will be retained until the building work is completed; contentious plans and applications which have been refused will be retained for future information. All Parish Council recommendations in connection with these applications are recorded in the Council Minutes and are retained indefinitely and are held on the DDC Planning Portal. Correspondence received in connection with applications will be retained as stated above.

### **Disposal procedures**

All documents that are no longer required for administrative reasons should be shredded if confidential and disposed of.

Adopted September 2023