



**STANSTED MOUNTFITCHET PARISH COUNCIL**

# **RETENTION OF DOCUMENTS POLICY**

Adopted by the Council on 14<sup>th</sup> October 2020

Ratified by the Council on 11<sup>th</sup> November 2020

## **1 Introduction**

- a 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
  
- b This document provides the policy framework through which this effective management can be achieved and audited
  
- c It covers:
  - i Scope
  - ii Responsibilities
  - iii Retention Schedule

## **2 Scope of the Policy**

- a 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.
  
- b 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.

## **3 Responsibilities**

- a The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment.
  
- b The person with overall responsibility for the implementation of this policy is the Clerk, 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.

#### 4 Retention Schedule

- a 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 for which the record needs to be retained.
- b 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 the record series regardless of the media in which they are stored.
- c The retention schedule is attached

#### STANSTED MOUNTFITCET PARISH COUNCIL - RETENTION OF DOCUMENTS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED
Minutes	Indefinite	Archive	Computer, Website and Office
Agendas	5 years	Management	Computer, Website and office
Accident/incident reports	20 years	Potential Claim	Office
Scales of fees and charges	6 years	Management	Office and website
Receipt and payment accounts	Indefinite	Archive	Computer
All receipt books	6 years	VAT	Office
All bank statements	Last completed audit year	Audit	Office
Bank paying-in books	Last completed audit year	Audit	Office
Cheque book stubs	Last completed audit year	Audit	Office
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Office and computer
Paid invoices	6 years	VAT	Office
Paid Cheques	6 years	Limitation Act 1980	Office
VAT records	6 years	VAT	Office and computer

Petty cash books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Office
Timesheets	Last completed audit year	Audit	Office
Wages book/payroll	12 years	Pension	Office and computer
Insurance Policies	While valid	Management	Office and computer
Insurance company names and policy numbers	Indefinite	Management	Office and computer
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (Sl. 2753) management	Office and computer
Parish Park equipment and inspection reports	21 years	Personal Injury (best practice)	Office and computer
Investments	Indefinite	Audit, Management	Office
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Office
Members allowance register	6 years	Tax, Limitation Act 1980 (as amended)	Office
Local/historical information (Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information)	Indefinite – to be securely kept for benefit of the Parish	Local interest	Office
Personnel Records	Indefinite	Due to Pensions Regulations (Essex Pension Fund) Revised 2020	Office and computer
For Halls, Centre, Recreation Grounds: Application to hire Lettings Diaries Copies of bills to hirers Record of tickets issued	6 Years	VAT	Office and computer
For Allotments: Register, plans, inspection forms and legal papers	Indefinite	Audit, Management	Office

For Burial Ground: Register of fees collected Register of burials Register of purchased graves Register/plan of grave space Register of memorials Applications for interment Applications for right to erect memorials Disposal certificates Copy certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI.204)	Office
Parish Plan and Neighbourhood Development Plan	Indefinite – Final adopted plans	Historical purposes	Office, computer and website