

Retention of Documents Policy

Haselbury Plucknett Parish Council (The 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 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 Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the 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 Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The 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 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 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.

Retention of Documents

Document	Minimum	Retention Reason	Location
Minute Books	Indefinite	Archive	Somerset Heritage
Annual Accounts	Indefinite	Archive	Somerset Heritage
Annual Return	Indefinite	Archive	Somerset Heritage
Bank statements	7 years	Audit/ Management	Clerk
Cheque book stubs	Last completed	Audit / Management	Clerk
Paying in books	Last completed	Audit / Management	Clerk
Quotations	7 years	Audit	Clerk
Paid invoices	7 years	Audit/VAT	Clerk
VAT records	7 years	Audit/VAT	Clerk
Salary records	7 years	Audit	Clerk
Tax & NI records	7 years	Audit	Clerk
Insurance policies	Whilst valid	Audit	Clerk
Employers Liability	40 years	Audit/legal	Clerk
Public liability	40 years	Audit/legal	Clerk
Assets register	Indefinite	Audit	Somerset Heritage
Deeds, leases	Indefinite	Audit	Somerset Heritage
Park Safety	25 Years	Audit / legal	Somerset Heritage

Planning Applications

All planning applications and relevant decision notices are available at (South Somerset District Council) SSDC. There is no requirement to retain duplicates locally. All Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below.

Declarations of acceptance Term of Office + 1 year

Management Members register of interests' book Term of office + 1

Management Complaints 1 year

Management General information 3 months

Management Routine correspondence & e-mails 6 months

Management Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of.

Further information contact the Clerk to Haselbury Plucknett Parish Council
haselburyclerk@gmail.com or on the website www.haselbury-plucknett.org