

Retention of Documents Policy

Scope

This policy applies to all records created, received or maintained by the Maugersbury Parish Council (MPC) in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by MPC and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. Records may be hard copy or electronic.

Responsibilities

MPC 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.

Retention Schedule

Under the Freedom of Information Act 2000, MPC 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 no longer relevant. MPC's retention schedule is informed by NALC Legal Topic Note LTN 40 Local Council's' Documents and Records, Nov 2016, attached.

Retention periods in this schedule take into account the need to retain records for the following reasons:

- audit
- transparency
- potential future claims or disputes
- statutory requirement, e.g. Freedom of Information Act
- historical/heritage value
- administrative/management,

and the need to dispose of records for the following reasons:

- privacy/data protection requirements
- storage limitations.

The Schedule

Type of record	Retention period	Action
Council minutes	Indefinite	Preserve
Annual parish minutes	Indefinite	Preserve
Agendas	Until no longer relevant, but if minutes do not survive, retain indefinitely	Destroy unless minutes do not survive
Reports/documents circulated with agendas	Indefinite	Preserve
Councillors' declarations of office	Term of office + 18 months	Destroy

Councillors' interests registers	Term of office + 18 months	Destroy
Precept records	7 years	Destroy
Annual Accounts	Indefinite	Preserve
Annual Return/AGAR	7 years	Destroy
Bank statements	7 years	Destroy
Cheque book stubs	Last completed audit	Destroy
Paying in books	Last completed audit	Destroy
Quotations/tenders	Successful – 7 years Unsuccessful – 1 year	Destroy
Paid invoices	7 years	Destroy
VAT records	7 years	Destroy
Salary records	12 years	Destroy
Tax & NI records	12 years	Destroy
Insurance policies	Indefinite	Preserve
Cert of Employers Liability	40 years	Dispose
Cert of public liability	40 years	Dispose
Assets register	Indefinite	Maintain
Deeds, leases, legal agreements	Indefinite	Preserve
Planning Applications	Until no longer relevant. All planning applications and relevant decision notices are available at CDC. There is no requirement to retain duplicates locally. All MPC comments in connection with these applications are recorded in the minutes and planning register and these are retained indefinitely. Correspondence relating to applications will be retained as stated below.	
Planning register	Indefinite	Maintain
Complaints	1 year	Destroy
General information	Until no longer relevant	Dispose
Routine correspondence/papers/emails	Until no longer relevant	Destroy
Correspondence/papers/ emails on important local issues	Until no longer relevant	Review and preserve at clerk's discretion

Disposal procedure

At disposal, all documents containing personal or sensitive information should be shredded.

Archive procedure

When retained records are no longer used they can be passed to Gloucestershire Archives.