

# WHITWELL PARISH COUNCIL

## Records Retention Policy

Whitwell 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

### Scope

This policy applies to all records created, received or maintained by Whitwell Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Whitwell 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 Whitwell Parish Council's records may be selected for permanent preservation as part of the Council's archives and for historical research.

### Responsibilities

Whitwell 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 this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Whitwell Parish Council's records management guidelines.

## WHITWELL PARISH COUNCIL

### Retention Schedule

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

Document Category	Minimum Retention Period	Reason
<b>Minutes</b>		
Minutes of Council and Committee meetings	Indefinite	Legal Ob.
Recordings of Meetings	1 month/until acceptance of minutes	Legal Ob.
<b>Employment</b>		
Staff employment contracts	6 years after ceasing employment	Legal Ob.
Staff payroll information	3 years from end of fiscal year	Legal Ob. (HMRC)
Pension records incl. auto-enrolment	6 years	Legal Ob.
Staff references	6 years after ceasing employment	Legal Ob.
Application forms (interviewed – unsuccessful)	6 months	Legal Ob.
Application forms (interviewed – successful)	6 years after ceasing employment	Legal Ob.
Disciplinary files	6 years after ceasing employment	Legal Ob.
Staff appraisals	6 years after ceasing employment	Legal Ob.
<b>Finance</b>		
Annual Return	Indefinite	Legal Ob.
Annual Accounts	Indefinite	Legal Ob.
Scales of fees and charges	8 years	Legal Ob.
Receipt and payment accounts	8 years	Legal Ob. (VAT)
Bank statements	8 years	Legal Ob. (Audit)
Cheque book stubs	8 years	Legal Ob. (Audit)
Paid invoices	8 years	Legal Ob. (VAT)
Paid cheques	8 years	Legal Ob. Limitation Act 1980
Payroll records	3 years from end of fiscal year	Legal Ob. (HMRC)
Petty cash accounts	8 years	Legal Ob. (Audit)
<b>Insurance</b>		
Insurance policies	6 years after policy end	Legal Ob.
Certificates for Insurance against liability for employees	6 years after policy end	Legal Ob.
Certificates for Public Liability	6 years after policy end	Legal Ob.
Insurance claim records	6 years after policy end	Legal Ob.
<b>Health and Safety</b>		
Accident books	3 years from date of last entry	Legal Ob.
Risk assessment	3 years	Legal Ob.
<b>General Management</b>		
Councillors contact details	Duration of membership	Legal Ob.
Lease agreements	12 years	Legal Ob. Limitation Act 1980
Contracts	6 years	Legal Ob. Limitation Act 1980
Email messages	At end of useful life	Legal Ob.
Consent forms	5 years	Legal Ob.
Member GDPR Security Compliance Forms	Duration of membership	Legal Ob.