

HOW CAPLE, SOLLERS HOPE AND YATTON GROUP PARISH COUNCIL

DOCUMENT RETENTION AND DISPOSALS POLICY

How Caple, Sollershope and Yatton Group Parish Council has adopted a Document Retention and Disposals Policy to provide information about its process of retaining and disposing of records and documents that it keeps physically or electronically.

This policy applies to all records and documents created, received or maintained by the Parish Council in the course of carrying out its functions. Records and documents are defined as physical or electronic pieces of information that are created, received or maintained by the Parish Council in the course of its duties that provide evidence of its decisions, activities and transactions.

Under the Freedom of Information Act, the Parish Council is required to maintain a retention schedule listing the records which it retains in the course of its business and the process for deleting or destroying records when they are no longer needed. 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.

The table below indicates the record type, minimum retention period and reasons for retention. The Parish Council is aware that some of its records have historical value and it seeks to keep these documents indefinitely or, where this might not be possible or advisable, to offer these documents to the Herefordshire Archive Service.

Retention of documents required for audit of Parish Councils:

Disposal procedures for records and documents:

1. The Parish Clerk will obtain the formal approval of the Parish Council before records of a sensitive or confidential nature are deleted or destroyed.
2. All physical documents that are sensitive, confidential or refer to individuals, and are no longer required for administrative reasons, will be shredded or otherwise destroyed before disposal.

Retention of documents to be archived with Herefordshire Archive Service:

Herefordshire Archive Service has a duty to collect, preserve and make available for research, the county's archival heritage. The written evidence left by local government bodies forms a crucial part of their collections and the records of parish councils, produced since their establishment in 1894, are an important element of this.

The archives of parish and town councils should be deposited with HARC on long term loan. Not all records need to be retained for ever. There are certain types of documentation that need not be kept once their administrative use has passed. Whether an item should be

archived or destroyed confidentially is based on statutory requirements as well as an assessment of its long-term historical value. This records management is an essential process for controlling written information, preserving heritage and minimising clutter.

When cataloguing records, items will be appraised and then listed and indexed in accordance with the Record Office’s ongoing programme. The Council reserves the right to return to the depositor any records deemed to be of no historical interest, or, with the consent of the depositor, to transfer them to a more appropriate place of deposit or to destroy them. The ownership of and copyright in all lists and other finding aids rest with the Council. A free copy of the list can be provided to the depositor.

All deposited records are stored in the Council’s Record Office in secure conditions which comply broadly with BS5454:2000 (Storage and exhibition of archival documents), and all reasonable precautions will be taken to preserve the records from damage, loss or theft. Records may undergo such conservation and preservation, by our trained conservators, as is considered necessary for their safe storage. Extremely fragile records may be withheld from public access.

Records will be made available to the public for research during the advertised opening hours of the Record Office and in accordance with the search room rules, and the principles and conditions of Data Protection Act 1998, and the requirements of the Freedom of Information Act 2000.

With regard to the provisions of the current Copyright Act, copies of records may be supplied to members of the public, on payment of an appropriate charge, for use in private study. Depositors may negotiate restrictions on reproduction.

Document	Minimum Retention Period	Reason
Signed Minutes	Indefinite	Archive, Public Inspection
Draft Minutes	Destroy following adoption	Operational Management
Agendas	Paper - 6 years	Operational Management
	Online - Indefinite	Archive, Public Inspection
Reports and other documents circulated with agendas	6 years (unless already included with minutes)	Operational Management
General Information	3 years	

		Operational Management
Community magazines, newsletters, reports, guides, handbooks from other organisations	3 years	Operational Management
Information requests	6 years	Operational Management
Quotations and tenders (successful)	12 years	Legal - Limitation Act 1980 (as amended)
Routine internal correspondence & emails	3 years	Operational Management
Routine external correspondence & emails	3 years	Operational Management
Complaints	3 years from resolution	Operational Management
Policy documents	Until superseded or until there is no longer an administrative requirement	Operational Management
Risk Assessments	Until superseded or until there is no longer an administrative requirement	Operational Management
Personnel Files	6 years after termination of service	Retained for risk of investigation regarding any future litigation
Recruitment data	If successful, add to personnel file If unsuccessful, destroy after 1 year	Legal (Equalities Act)

Members Declarations of Acceptance

Term of Office

Operational Management

Members Register of Interests Book

Until the end of the term of office following completion of book

Operational Management

Annual Accounts

Indefinite

Archive, Public Inspection

Annual Return

Indefinite

Archive, Public Inspection

Bank Statements and Reconciliations

12 years

Audit, Management

Cheque and Paying In Books

12 years

Audit, Management

Paid Invoices

12 years

Audit/VAT

VAT Records

12 years

Audit/VAT

Salary Records

12 years

Audit

Tax & NI Records

12 years

Audit

Budgets

12 years

Operational Management

Assets Register

Indefinite

Audit

Health and Safety Inspection Records

6 years

Audit, Operational Management

Investments

Indefinite

Audit, Operational Management

