

# Tibshelf Parish Council

## Records Retention Policy

**Reviewed and adopted**

**21<sup>st</sup> June 2022**

**Full Council Meeting 21.06.22 Minute no:0622/2740**

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

### Responsibilities

Tibshelf 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 Tibshelf Parish Council's records management guidelines.

## Retention Schedule

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

<b>Document Category</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
<b>Minutes</b>		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
<b>Employment</b>		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
<b>Finance</b>		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank paying in books	Last completed audit year	Audit
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
Wages Books	12 years	Superannuation
Payroll records	3 years	HMRC
Timesheets	Last completed audit year 3 years.	Audit Personal injury (best practice)
Petty cash accounts	6 years	Tax, VAT, Limited Act 1980
Investments	Indefinite	Audit, management
Title deeds, leases, agreements, contracts	Indefinite	Audit., management
Members Allowances Register	6 years	Tax, Limitation Act 1980 (as amended)
<b>Insurance</b>		
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed.	The Employer's Liability (compulsory Insurance) Regulations 1998 (SI.2753) Management
Certificates for Public Liability	6 years after policy end	Management

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Insurance claim records	6 years after policy end	Management
<b>Health and Safety</b>		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
<b>Allotments</b>		
Register and plans	Indefinite	Audit, Management
<b>Village Hall, Recreation Ground</b>		
Application to hire	6 years	VAT
Lettings diaries		
Copies of bills to hires		
Record of tickets issues		
<b>Cemetary</b>		
Register of fees collected	Indefinite	Archives, Local Authorities, Cemeteries Order 1977 (SI.204).
Register of burials		
Register of purchased graves		
Register/plan of grave spaces		
Register of memorials		
Applications for interment		
Applications for right to erect memorials		
Disposal certificates		
Copy of certificates of grant of exclusive right of burial		
<b>General Management</b>		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
Member GDPR Security Compliance Forms	Duration of membership	Management

**Next Review Date:**

**June 2023**