Paglesham Parish Council

**DATA RETENTION AND RECORDS MANAGEMENT POLICY ADOPTED:**

Paglesham Parish Council is aware that the efficient management of its records is required to comply with its legal and regulatory obligations. Under the Freedom of Information Act 2000 requires the Council to maintain a retention schedule. The policy also ensures that valuable information is not destroyed and that information held is relevant.

This policy applies to all records created, received or maintained by the Parish Council in hard copy or electronic format. The Clerk will be overall responsible for the implementation of the policy and managing the Council’s records.

|  |  |  |  |
| --- | --- | --- | --- |
| **Records** | **Retention period** | **Action** | **Reason** |
| **Administrative** |
| Signed council and committee minutes | Transfer to records office after 6 years or once they become inactive | Preserve | Common practice |
| Draft minutes | Until the date of confirmation of the minutes | Destroy | Operational |
| Agendas | Until there is no longer an administrative requirement | Destroy | Operational |
| Reports and other documents circulated with agendas | Until there is no longer an administrative requirement. Destroy these reports if copies are already included with signed minutes | Review | Common practice |
| Councillors’ declarations of office | 4 years or until they vacate office | Destroy | Operational |
| Register of electors | Until there is no longer an administrative requirement | Destroy | Copies already in existence |
| Grouping orders | Until there is no longer an administrative requirement | Destroy | Operational |
| Byelaws and orders | Preserve one of each copy and transfer to records office once they become inactive | Preserve | Common practice |
| Policy documents | Until there is no longer an administrative requirement | Review | Operational |
| Title deeds more than 100 years old | Transfer to records office once they become inactive. | Preserve | Common practice |
| Title deeds less than 100 years old | Transfer to records office for review once they become inactive. | Review | Common practice |

|  |  |  |  |
| --- | --- | --- | --- |
| Property registers and terriers | Transfer to records office once they become inactive | Preserve | Common practice |
| Maps, plans, and surveys of property owned by the council or meeting | Transfer to records office once they become inactive | Preserve | Common practice |
| General correspondence | 6 Years after correspondence ends | Destroy | Operational |
| Public consultation, survey and responses | 6 years | Destroy | Operational |
| Complaints | 6 Years after resolution of complaint | Destroy | Operational |
| Information Requests | 6 Years after resolution of request | Destroy | Operational |
| Village/parish appraisals, plans, millennium projects and supporting papers | Indefinite or until there is no longer an administrative requirement | Review | Operational |
| Planning applications and related papers for major controversial developments | Until there is no longer an administrative requirement | Review with the view to destroy | Operational |
| Planning applications for minor works where permission is refused | 6 years | Destroy | Limitation Act 1980 |
| Planning Appeal decisions | 1 year unless significant development | Destroy | Operational |
| Leases, agreements, contracts and wayleaves | Until there is no longer an administrative requirement | Review | Operational |
| Parish council newsletter | Transfer one copy to records office | Preserve | Common practice |
| Newsletter mailing list | Retain until consent withdrawn or following regular review consent no longer provided | Destroy | Operational |
| Quotations and tenders (successful) | 6 years after contract ends | Destroy | Limitation Act 1980 |
| Quotations and tenders (unsuccessful) | 2 years | Destroy | Operational |
| Routine internal correspondence and papers | Until there is no longer an administrative requirement | Review with the view to destroy | Operational |
| Scale of fees and charges | Until superseded by new charges | Destroy | Operational |
| Employers’ liability | 40 years after expiry date | Destroy | Employers’ Liability Act1969 |

|  |  |  |  |
| --- | --- | --- | --- |
| insurance policies |  |  | Employers’ Liability Regulations 1998 |
| Risk assessments | Once superseded by a new risk assessment or once inactive | Destroy | Operational |
| Personnel files | 6 Years after termination of service | Destroy | Risk of investigation regarding any future litigation |
| Personnel files – annual leave | 2 years | Destroy | Operational |
| Recruitment data - Successful | Add to personnel file | Destroy | Equalities Act |
| Recruitment data - Unsuccessful | 6 months after recruitment finalised plus current year | Destroy | Equalities Act |
| **Financial** |
| Receipt and payment books | Transfer to records office once they become inactive | Preserve | Council financial regulations |
| Rate books | Transfer to records office | Preserve | Common practice |
| Annual audited accounts | 6 years | Destroy, but preserve if the receipt and payment books have not survived | Council financial regulations |
| Accounts and statements | 6 years | Destroy | Council financial regulations |
| Vouchers before 1950 | 6 years | Destroy | Council financial regulations |
| Cash and petty cash books and rent books | 6 years | Destroy | Council financial regulations |
| Receipt books of all kinds | 6 years | Destroy | Council financial regulations |
| Postage and telephone books | 6 years | Destroy | Council financial regulations |
| Bank statements including deposit/saving accounts | 6 years | Destroy | Council financial regulations |
| Bank paying-in books | Last completed Audit year | Destroy | Council financial regulations |
| Cheque book stubs | Last completed Audit year | Destroy | Council financial regulations |

|  |  |  |  |
| --- | --- | --- | --- |
| Paid invoices | 6 years | Destroy | Council financial regulations |
| Paid cheques | 6 years | Destroy | Council financial regulations |
| VAT records | 6 years | Destroy | VAT Act 1994 |
| VAT claims | 6 years | Destroy | VAT Act 1994 |
| Time sheets (inc. Lengthsman) | Last completed Audit year | Destroy | Council financial regulations |
| Wage books | 12 years | Destroy | Statute of Limitation |
| Members’ allowances register | 6 years | Destroy | Statute of Limitation |
| Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, copies of bills to hirers and records of tickets issued | 6 years | Review with the view to destroy | Council financial regulations |
| **Miscellaneous** |
| Allotments - register and plans, minutes and legal papers | Indefinite | Preserve | Audit, Operational |
| Minutes | Indefinite | Preserve | Audit, Operational |
| Legal papers | Indefinite | Preserve | Audit, Operational |
| Community magazines or newsletters(not created by the parish council) | Until there is no longer an administrative requirement | Review | Operational |
| Charity papers | Until there is no longer an administrative requirement | Review | Operational |
| Press cuttings book | Until there is no longer an administrative requirement | Review | Operational |
| Photographs | Until there is no longer an administrative requirement | Review | Operational |
| Any records predating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, tithe maps and apportionments, enclosure awards etc. | Transfer to records office immediately | Preserve | Common practice |
| Records of other bodiessuch as burial boards, | Transfer to records office | Preserve | Common practice |

|  |  |  |  |
| --- | --- | --- | --- |
| charities, fire brigades, Home Guard unit, local society or ad hoc committee | once they become inactive |  |  |
| Reports, guides, handbooks etc. received from other organisations | Until there is no longer an administrative requirement | Review | Operational |
| Information from other bodies | Retained for as long is useful and relevant. | Review | Operational |
| **Burial Grounds** |
| Register of fees collected | Indefinite | Preserve | Archives, Local Authorities Cemeteries Order 1977 (SI 204) |
| Register of burials | Indefinite | Preserve | Archives, Local Authorities Cemeteries Order 1977 (SI 204) |
| Register of purchased graves | Indefinite | Preserve | Archives, Local Authorities Cemeteries Order 1977 (SI 204) |
| Register/plan of grave spaces | Indefinite | Preserve | Archives, Local Authorities Cemeteries Order 1977 (SI 204) |
| Register of memorials | Indefinite | Preserve | Archives, Local Authorities Cemeteries Order 1977 (SI 204) |
| Applications for interment | Indefinite | Preserve | Archives, Local Authorities Cemeteries Order 1977 (SI 204) |
| Applications for right to erect memorials | Indefinite | Preserve | Archives, Local Authorities Cemeteries Order 1977 (SI 204) |
| Disposal certificates | Indefinite | Preserve | Archives, Local Authorities Cemeteries Order 1977 (SI 204) |
| Copy certificates of grant of exclusive right of burial | Indefinite | Preserve | Archives, Local Authorities Cemeteries Order 1977 (SI 204) |
| **CCTV** |
| Daily notes | Daily | Destroy | Data protection |
| Radio rotas | 1 week | Destroy | Operational |
| Work rotas | 1 month | Destroy | Operational |
| Observation sheets | 3 years | Destroy | Data protection |

|  |  |  |  |
| --- | --- | --- | --- |
| Stats | 3 years | Destroy | Data protection |
| Signing in sheets | 3 years | Destroy | Operational |
| Review requests | 3 years | Destroy | Data protection |
| Discs – master and working | For as long as required | Review | Data protection |
| Internal Operations Procedure Manual | Review annually and destroy on renewal | Destroy | Operational |
| Code of Practice | Review annually and destroy on renewal | Destroy | Operational |
| Photographs/digital prints | 31 days | Destroy | Data protection |

Notes:

**Planning documents:** documents are kept by the Planning Authority. Record of yearly applications received on computer record.

**Deposit, storage and management of documents:** documents kept at Clerk's home in appropriate filing cabinet and storage boxes; computer records stored on cloud account.

**Confidential or personal information**: to be shredded when discarded.