

PARISH COUNCIL

RECORDS RETENTION POLICY V3.0

Purpose

Tolleshunt D'Arcy Parish Council recognizes 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. This document provides the policy framework through which this effective management can be achieved and audited.

Scope

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

Responsibilities

Tolleshunt D'Arcy 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 the implementation of this policy is the Clerk to the Parish Council and they are required to manage the Council's records in such a way as to promote compliance with this policy so that information can be retrieved easily, appropriately and in a timely manner.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series it generates in the course of its function. This schedule refers to that record series regardless of the media in which they are stored.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<u>GENERAL</u>		
Approved Parish Council Minutes	Indefinite	Archive
Hand-written minutes, meeting notes and meeting recordings for transcription to typed documents	Destroyed once typed and documents are formally approved	Only typed, approved version retained
Draft documents	Destroy once the final version is produced	Management
All routine correspondence	6 months	Management/archive
Register of Members' Interests and Members' contact details	Retain whilst a member only	Publication Scheme/Data Protection Act
Freedom of Information Log	5 years after record is opened	Management
Details of requests made under Data Protection Act or Freedom of Information Act	5 years after request is received	Management
Complaints	3 years unless legal or insurance claim is pending	Management
Information from other bodies i.e. National Association of Local Councils	As long as useful and relevant	Management
Any form of Personal Data	To be kept no longer than is necessary for the purpose for which it is held	Data Protection Act
Allowances and expenses records	6 years	Tax Limitation Act 1980 (as amended)
Policies and procedures	Indefinite - superseded policies to be marked as such	Management/Reference
<u>FINANCIAL</u>		
Financial Reports and expenditure lists	Indefinitely	Archive
Receipt books of all kinds	6 years	VAT
Bank Reconciliation	Statements filed with finance reports	Archive/Minute Record
Bank Statements including deposit/savings accounts	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)

Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Scale of fees	6 years	Management
Wages and salary calculation records	6 years	Pension/Statue of Limitation/National Minimum Wage
Tax and National Insurance records	6 years	Tax/Audit
Wage slips/Expenses	6 years	Tax/Audit/National Minimum Wage
Employee letters of employment, contracts and associated personnel records	6 years from termination of Employment	Management
Budget	7 years/minute record	Reference
Asset Register	Current and last completed audit version	Management/Reference
Title Deeds, leases, Agreements, contracts	Indefinitely	Audit, Management
Trust Deeds	Indefinitely	Audit, Management/Limitation Act 1980.
Investments	Indefinitely	Audit/Management
Audited Annual Return	Indefinitely	Archive
Any other Audit documentation and Correspondence	6 years	Audit/Management
<u>INSURANCE</u>		
Insurance documentation including policies	6 years	To cover any claims under insurance polices. A permanent record of insurance companies to be retained.
Certificate of Employers Liability Insurance	Indefinitely	Future claims
Safety Inspections and Maintenance	12 years	Limitation Act 1980
<u>PLANNING</u>		
Planning applications – Electronic data	Until completion	Reference
Local Plans/Structure Plans	As long as valid	Reference
<u>FOR HALLS AND RECREATION GROUND</u>		
<ul style="list-style-type: none"> • Application to hire • Lettings diaries • Copies of bills to hires 	6 years	VAT
<u>FOR BURIAL GROUNDS</u>		
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves 	Indefinite	Archives, Local Authorities, Cemetery Order 1977

<ul style="list-style-type: none"> • Register/plan of grave spaces • Application for interment • Application for right to erect a memorial • Disposal certificates • Copy of grant of exclusive right of burials 		(Sl.204)
FOR LEGAL PURPOSES		
Negligence (and other torts except personal injury)	6 years	Limitation Act 1980 (as amended)
Personal injury	3 years	Limitation Act 1980 (as amended)
Defamation	1 year	Limitation Act 1980 (as amended)
Contract	6 years	Limitation Act 1980 (as amended)
Leases	12 years	Limitation Act 1980 (as amended)
Sums recoverable by statute	6 years	Limitation Act 1980 (as amended)
To recover land	12 years	Limitation Act 1980 (as amended)
Rent	6 years	Limitation Act 1980 (as amended)
Breach of Trust	None	Limitation Act 1980 (as amended)

Policy adopted: November 2017

Last Review: January 2026

Next Review: January 2027

Policy Review History

Version	Details of Changes	Date	Approver
V1.0	Adopted Policy	28/11/2017	TPDC
V1.0	Reviewed 27 th November 2018 – no changes	27/11/2018	TPDC
V1.0	Reviewed 10 th May 2022 – no changes	10/05/2022	TDPC
V1.0	Reviewed 17 th May 2023 – no changes	17/05/2023	TDPC
V2.0	Reviewed and amended	14/05/2024	TDPC
V3.0	Reviewed and amended	07/01/2025	TDPC
V3.0	Reviewed – no changes	07/01/2026	TDPC
	Next Review: January 2027		