



RECORDS RETENTION POLICY

Nettleham 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.

Scope

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

Responsibilities

Nettleham 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 Nettleham Parish Council's records management guidelines.

In accordance with section 227 of the Local Government Act 1972 a parish council may request the district council (principal authority) who must, if asked provide proper depositories for all the specified papers - defined as public books, writings, council papers and all documents directed by law to be kept - for which there is no other provision.

Retention Schedule

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

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Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Agendas	5 years	Management
Local/historical information	Indefinite – to be securely kept for benefit of parish – Local Government (Records) Act 1962	Councils may acquire/ accept gifts of records
Employment		
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
Finance	For the avoidance of doubt – 6 years means 6 completed year and current financial year.	
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books	6 years	Audit
Bank statements	Last completed audit year	Audit
Cheque book stubs/Paying in stubs	Last completed audit year	Audit
Quotations & tenders & contracts	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
Payroll records	3 years	HMRC
Petty cash accounts, postage & telephone books	6 years	Tax, VAT, Limitations Act 1980
Rent	6 years	Limitation Act 1980
Timesheets	Last completed audit year – 3yrs	Audit requirement, personal injury best pr superannuation
Wages books	12 years	Audit, Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts, trust deeds	Indefinite	Audit, Management
VAT records	6 yrs - but 20yrs for VAT on rents	VAT

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Debit arising under a simple contract	6 years	Limitation Act 1980
Debt arising under a lease	12 years	Limitation Act 1980
Insurance		
Insurance policies	Whilst valid or 6 years after policy end	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or renewed	The Employers' Liability (compulsory Insurance) Regs 1998
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Health and Safety		
Accident books/incident reports	20 years – for potential claims	Statutory
Equipment inspection reports	21 years	
Personal injury	3 years	
Risk assessment	3 years	Management
General Management		
To ensure records are easily accessible: <ul style="list-style-type: none"> Keep a list of files stored in cabinets Electronic files will be saved using relevant file names 	Electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programmed supplied by the Council's IT company	Management
General correspondence	Should be kept for as long as needed for reference or accountability, or to comply with regulatory requirements	Management
Negligence	6 years	Limitation Act 1980
Defamation	1 year	Limitation Act 1980
Contract	6 years	Limitation Act 1980
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management
For Halls, Centres and Recreation Grounds		
Applications to hire	6 years	VAT

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Lettings diaries	6 years – electronic files linked to accounts	VAT
Copies of invoices to hirers	6 years	VAT
Terms and conditions	6 years	
Allotments		
Register and plans	Indefinite	Audit, Management
Minutes & legal papers	Indefinite	Audit, Management
Cemeteries		
Register of Burials	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (S.I. 204)
Register of purchased graves		
Register/plan of grave spaces		
Register of memorials		
Register of fees collected		
Applications for interment		
Applications for right to erect memorials	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (S.I. 204)
Disposal certificates		
Copy certifications of grant of exclusive right of burial		
General Correspondence	6 Years	Management
Planning		
Local Development plans, local plans	Retain as long as in force	Reference
Neighbourhood plans	Indefinite – final adopted plans	Historical purposes