

Nettleham Parish Council

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.

It covers:

- Scope
- Responsibilities
- Retention Schedule

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 Council's 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.

| 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 |
| 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 |
| 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 | Indefinite | Archives, Local Authorities Cemeteries Order 1977 (S.I. 204) |
| Applications for right to erect memorials | | |
| 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 |

Reviewed and Approved at Parish Council Meeting held on 15 September 2020

Reviewed and re-adopted at Parish Council Meeting held on 16 May 2023

Reviewed and re adopted May 2025 - Next review due May 2026