

Document Retention Policy

Introduction

Ringwould & Kingsdown Parish Council (RwK) is obliged to maintain and retain documentation for a number of purposes, including audit, tax liabilities and in the event of legal disputes and proceedings.

Subject to those reasons, papers and records may be destroyed if they are no longer of use or relevance.

Both the Freedom of Information Act 2000(FOIA), the Data Protection Act 2018(DPA) require public bodies to manage information and its access in particular ways.

Strategic Approach to Record Management

RwK Parish Council's policy on record management will enable the Council to:

- Comply with the relevant legislation and codes of practice.
- Create authentic, reliable, and useable records.
- Support the Council's business functions, including the use of asset management.
- Document the Council's decisions and activities.
- Reduce storage costs.
- Enable the efficient and accurate retrieval of information.
- Dispose correctly of records no longer required.

The Parish Clerk will be responsible for record management.

Staff Responsibility

Any staff or Councillors are obliged to:

- Keep accurate records in an organised and accessible form.
- Keep records for as long as necessary.
- Document actions and decisions in records
- Document reasons for the disposal of records
- Ensure all records created by the Parish Council are relevant, complete, and accurate, without any unsubstantiated or subjective commentary, and protected against unauthorised addition, deletion, alteration, use or concealment.

Periods of Retention

The minimum periods for which various types of records must be kept are set out in the Retention Schedule at Annex A.

These reflect statutory requirements, codes of practice and recommendations published by professional and other bodies. In the absence of any guidance, it will be the responsibility of the Parish Clerk to determine a suitable retention period.

At the end of the retention period, the record must be assessed to determine whether it should be retained for a further period.

This is particularly relevant where the record has been the subject of a request for access to information under the GDPR or the FOIA.

This is the case even where access to information has been refused, as the record should be retained until the end of the period in which an appeal can be lodged or the appeals procedure exhausted.

Record disposal

Records designated for disposal must be securely disposed of to preserve confidentiality. No record is to be disposed of without the approval of the Parish Clerk, reasons must be given for disposal, and a note made of which records are destroyed with their date of destruction.

ANNEX A

Document	Minimum Retention Period	Reason
Employee Information	6 years from end of Employment	Taxes Act 1970
Income Tax	6 years from end of Employment	The Income Tax (Employments) Regulations 1993
Minute Books	Indefinite	Archive
Scale of Fees & Charges	6 Years	Management
Receipts & Payments accounts	Indefinite	Section 221 of the Companies Act 1985 as modified by the Companies Act 1989 & 2006
Receipt books of all kinds	6 Years	VAT
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
Quotes 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	VAT notice 700/21
Petty cash, postage & telephone books	6 Years	Limitation Act 1980 (as amended)
Time sheets	Last completed audit year	Audit,
Insurance policies	While valid.	VAT
Certificates for insurance against liabilities for employees	40 years from the date on which insurance commenced or was reviewed.	The Employers' Liability (compulsory Insurance) Regulations 1998 (SI 2753) Management
Investments	Indefinite	Audit & Management
Title Deeds, Leases, agreements & Contracts	Indefinite	Audit & Management
Halls Application to hire, Lettings and diaries Copies of bills to hire. Records of agreements	6 Years	VAT
Allotments Agreements Signed Tenancy Other relevant papers	12 months from vacating allotment	Audit and Management