

Woodmansey Parish Council

Document and Record Retention Policy

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1. Introduction

The Council creates a variety of documents and other records in the course of its business. It also receives various documents and records from other people and organisations. There is a need to ensure such documents and records are retained safely for an appropriate period and also that documents and records are disposed of when no longer required.

Documents and Records are retained for a variety of reasons, including:

- legal/statutory requirements;
- where required to support annual audits;
- where needed for current activities, or management by the council, or clerk;
- where members of the public may reasonably want to view them

2. Types of Document and Record

Traditionally documents and records were all managed on paper. More recently, much of the communications to and from the council, and the documents and records relating to them, are handled electronically.

The Transparency Code requires Councils to make certain documents and records available publicly via its web site. Where such documents and records do not require formally signing, the electronic version on the Council's web site will constitute the primary version and it will be this electronic version that will be retained according to this policy.

Where a document must be signed, such as meeting minutes, the signed paper version will constitute the primary version and it will be this signed document that will be retained according to this policy.

Documents, records and communication received, or generated electronically will not normally be printed for retention, with the exception of items requiring signature, as described above.

3. Location of documents and records

Electronic documents and records will be stored on the Council web site.

Paper documents and records will be stored at the Clerk's home for at least a year, or for the retention period, if less than a year.

Paper records to be retained beyond that may be lodged with the East Riding Council archives in Beverley. A record of all such items will be maintained by the Clerk and stored on the Council web site.

4. Disposal

Documents and records that are not to be retained, or have reached the limit of their retention period will be disposed of. Disposal will take due consideration of data that could be sensitive, is private, or otherwise should not be publicly available.

Electronic items will be deleted from where they are normally held, such as from the Council web site.

Paper items will normally be sent for recycling. If they contain sensitive, or personal data, or otherwise require more careful disposal, they will be shredded.

5. Retention periods

The table below indicates the minimum retention period for the different types of document and record the Council may receive and/or produce.

Document/record type	Retention period	Reason
Agendas	Last completed audit year	Audit
Supporting papers for meetings	Last completed audit year	Audit
Signed minutes (paper)	Indefinite	Archive
Receipt & payment accounts	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations / tenders	12 years / indefinite	Statute of Limitations
Paid invoices data	6 years	VAT
Paid cheques data	6 years	Statute of Limitations
VAT records	6 years	VAT
Petty cash, postage & phone records	6 years	Tax, VAT, Statute of Limitations
Timesheets	Last completed audit year	Audit
Wages records	12 years	Superannuation
Insurance policies	While valid	Management
Investments	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Statute of Limitations
Play area weekly/maintenance inspection reports	Last completed audit year	Management, Audit
Play area annual inspection reports	6 years	Management

Planning documents	Last completed audit year	Management, Audit
Correspondence, including email, letters, etc.	While relevant to current issues	Management

6. Responsibilities

6.1 Council

- approve the retention policy and ensure it is appropriate

6.2 Clerk

- manage all documents and records in line with the policy
- safely dispose of items no longer to be retained

References

Woodmansey Parish Council - Web site management policy

ERNLLCA - Advisory Note 014: Local Council Documents and Records – Retention Periods