

MEYSEY HAMPTON PARISH COUNCIL

Document Retention Policy

Introduction to Policy

It is good practice and in line with the Freedom of Information Act 2000 for local authorities to maintain a retention schedule listing the record series produced as a result of their business functions and activities.

The Retention and Disposal Schedule specifies how long the different records series need to be kept for and which disposal actions are appropriate. The schedule applies to all records, regardless of medium. Unless it is clearly stated, both paper and electronic records should be retained for the same lengths of time.

The benefits of using the Schedule are:

- Records are available for as long as they are required to inform and enable Council activities and meet regulatory requirements.
- Records are kept only for as long as required, ensuring that the Council does not maintain personal information unnecessarily, adhering to the requirements of the Data Protection Act (1998) and the General Data Protection Regulation (2016).
- Records requiring permanent preservation (for statutory and / or historic purposes) are transferred to Gloucestershire Archives.

Responsibilities

The Council has overall responsibility for this policy. The person responsible for the day to day implementation of this policy is the Clerk to the 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 will be retrieved easily, appropriately and in a timely manner.

Data Retention Schedule

The below schedule adapted from Annex A of NALC Legal Topic Note 40 & GCC Archive advice details the retention period and final action for the documents received, processed and created by Meysey Hampton Parish Council.

Type of Record	Retention Period	Final Action
Administration		
Signed council minutes	Indefinite	Archive after 4 years
Draft minutes	Until date of confirmation of the minutes	Destroy
Agendas	Until there is no longer an administrative requirement	Destroy

Reports and other documents circulated with agendas	Until there is no longer an administrative requirement	Review. Destroy these reports if copies are already included with signed minutes
Councillors' declarations of office	2 years from end of term of office	Destroy
Councillor's register of interest	18 months from end of appointment	Destroy
Personnel files	6 years from end of employment	Destroy
Register of electors	End of administrative use	Destroy
Routine correspondence and papers	End of administrative use	Destroy
Risk Assessments	Until superseded	Destroy
Financial		
Account books /receipt and payment books	Indefinite	Archive after 6 years from end of financial year
Annual Audited Accounts	6 years from end of financial year	Destroy
Financial returns for audit	6 years from end of financial year	Destroy
Bank Statements inc. deposit/savings accounts	Last completed audit year	Destroy
Cheque book stubs	Last completed audit year	Destroy
VAT records	6 years	Destroy
Planning		
Local Plan	As long as in force	Archive
Related papers for controversial development	6 years from conclusion of application/appeal	Destroy
Legal and Property		
Insurance Policies	40 years from end of policy	Destroy
Tenders & quotations (successful)	6 years after term of contract expired	Destroy
Tenders & quotations (un-successful)	1 year after start of contract	Destroy
Title Deeds	Indefinite	Archive. Once no longer required to prove title
Leases	Indefinite	Archive once superseded/expired.

Arrangements for storage

- Electronic material - retained on the Clerk's computer within appropriate file structure and password protection
- Electronic back-ups - retained by a nominated councillor on an external hard drive with appropriate password protection

Disposal procedures

All documents that are no longer required for administrative reasons should be shredded and disposed of securely in order to protect individual's data.