

# Oakthorpe, Donisthorpe & Acresford Parish Council



## Document Retention & Disposal Policy

ODA Parish Council has adopted a Document Retention and Disposals Policy to provide information about its process of retaining and disposing of records and documents that it keeps physically or electronically.

The 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 Parish Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Retention Schedule

### Scope of the policy

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

### Responsibilities

The 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 the implementation of this policy is the Clerk to the Parish Council, and she is 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.

## Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

The table below indicates the record type, minimum retention period and reasons for retention. The Parish Council is aware that some of its records have historical value, and it seeks to keep these documents indefinitely or, where this might not be possible or advisable, to offer these documents to the Leicestershire Records Office or returning originals to the originators, or, acknowledging that the originals remain accessible and in the possession of the originator (e.g., on their website), or destruction/deletion of the documents.

The Parish Clerk will obtain the formal approval of the Parish Council before records of a sensitive or confidential nature are deleted or destroyed.

All physical documents that are sensitive, confidential or refer to individuals, and are no longer required for administrative reasons, will be shredded or otherwise destroyed before disposal.

Document	Minimum retention period	Reason
Declaration of Acceptance	Member's term of Office	Legal Management
Members Register of Interest	Member's term of Office	Legal Management
Minute Book/Record	Indefinite	Archive



Document	Minimum retention period	Reason
Planning Applications & related papers	Not retained by council and relevant decisions are available on Northwest Leicestershire County Council Website. All Parish Council decisions in relation to application are recorded in the minutes	Management
Contracts and other agreements of financial nature	6 years	Audit, Management
Quotations & tenders	12 years/ indefinite	Statute of Limitations
Important correspondence relating to decisions, transactions and activities	1 year	Management
General information including invitations, promotional material	No minimum	Management
Routine Correspondence and emails	3 months	Management
Complaints	1 year	Management
Scale of fees and charges	5 years	Management
Annual Accounts	Indefinite	Archive
Annual Returns	Indefinite	Archive
Receipt and payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank Statements, including deposit/ savings accounts	Last completed audit year	Audit
Bank paying in book stubs	Last completed audit year	Audit
Paid Invoices	6 years	VAT
VAT records	6 years	VAT
Petty cash postage books	6 years	Tax, VAT, Statute of Limitations

Document	Minimum retention period	Reason
Salary Records	12 Years	Superannuation
Income Tax & NI records	3 years	Audit
Insurance Policies	When Valid	Management
Certificates for insurance	While valid	The employer's liability Regs 1998 St. 2753 Management
Asset Register	Indefinite	Audit, Legal
Title deeds, leases, agreements, contracts	Indefinite To be scanned for easy access	Audit, Legal Archives
For OCLC Lettings, diaries, records,	6 years	Archives
Virtual Meetings (FPC/Committee) using Zoom Software	If recorded – 7 years	Archives

Policy Review Once adopted by ODAPC , this Policy is to be reviewed within 5 years or upon revision.

Version number	Purpose/change	Author	Date
0.1	Initial draft	LW	8/20
		KG	8/9/21
		KG	3/22