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Document Retention Policy

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**
- **Relationships with existing policies**
- **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.

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 he/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.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- Other legislation or regulations (including Audit) affecting the Parish Council.

Retention Schedule

The retention schedule lays down the length of time for which the record needs to be retained and the action which should be taken when it is of no further administrative use.

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

| DOCUMENT | MINIMUM RETENTION PERIOD | REASON |
|---|--|--|
| Minute books | Indefinite | Archive |
| Scale of fees and charges | 6 years | Management |
| Receipt and payments account(s) | Indefinite | Archive |
| Receipt books of all kinds, including ledgers | 6 years | VAT |
| Bank statements, including savings/deposit accounts | Last completed audit year | Audit |
| Bank paying-in books | Last completed audit year | Audit |
| Cheque book stubs | Last completed audit year | Audit |
| Quotations and tenders | 6 years after completion of contract | Limitation Act 1980 |
| Paid invoices | 6 years | VAT |
| Paid cheques | 6 years | Limitation Act 1980 |
| VAT records, P60s and P45s | 6 years | VAT, Tax |
| Petty cash, postage and telephone books | 6 years | Tax, VAT, Limitation Act 1980 |
| Timesheets | Last completed audit year | Audit |
| Wages books | 12 years | Superannuation |
| Insurance policies | While valid | Management |
| Certificates for insurance against liability for employees | 40 years from date on which the insurance commenced or was renewed | Employers' Liability (Compulsory Insurance) Regulations 1998, Management |
| Investments | Indefinite | Audit, Management |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management |
| Members allowances register | 6 years | Tax, Limitation Act 1980 |
| Correspondence and emails | 1 year | Limitation Act 1980 |
| Accident book | 3 years | Reporting of Injuries, Diseases and Dangerous Occurrences Act 2013 |
| Annual accounts and asset registers | Indefinite | Archive |
| Pension contribution records | 6 years | Pensions Act 2014 |
| Personnel records, including SSP and maternity records | 6 years | Limitations Act 1980 |
| Asbestos and hazardous materials records | Indefinite | Asbestos Regulations |
| Job applications | | |
| Previous versions of policies, standing orders, schemes of delegation | 3 years | Data Protection Act 1998 |

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|--|------------|---|
| For halls, centre, recreation grounds <ul style="list-style-type: none"> • Application for hire • Lettings diaries • Copies of bills to hirers • Record of tickets issued | 6 years | VAT |
| For allotments <ul style="list-style-type: none"> • Register and plans | Indefinite | Audit, Management |
| For burial grounds <ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Application for internment • Application for rights to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial | Indefinite | Archives, Local Authorities Cemeteries Order 1977 |

1.1 The need to retain any documents not included in the above schedule should be considered on an individual basis. As a guide, and in the absence of any prevailing act, code, order or regulation to the contrary, documents may be destroyed if they are no longer of use or relevant. If in any doubt, advice should be sought from the Clerk.

Adopted on 4th September 2018

Minute Reference 106b