



# **Owmby by Spital Parish Council**

## Document Retention Policy

Owmbly by Spital 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

### **Scope**

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

### **Responsibilities**

Owmbly by Spital 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 this policy is the Clerk.

The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Owmbly by Spital Parish Council's records management guidelines.

### **Retention Schedule**

The retention schedule refers to record series regardless of the media in which they are stored.

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
<b>Minutes</b>		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
<b>Employment</b>		
Staff employment contracts	6 years after ceasing employment	Best practise
Staff payroll information	3 years	Best practise
Staff references	6 years after ceasing employment	Best practise
Application forms (interviewed – unsuccessful)	6 months	Best practise

Application forms (interviewed – successful)	6 years after ceasing employment	Best practise
Disciplinary files	6 years after ceasing employment	Best practise
Staff appraisals	6 years after ceasing employment	Best practise
<b>Finance</b>		
Scales of fees and charges	6 years	Best practise
Receipt and payment accounts	6 years	VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	Last completed audit year	VAT
Paid cheques	Last completed audit year	Limitation Act 1980
Payroll records	3 years	HMRC
Petty cash accounts	Last completed audit year	Audit
<b>Insurance</b>		
Insurance policies	6 years after policy end	Best practise
Certificates for Insurance against liability for employees	40 years after expiry date	Employers' Liability Act 1969 Employers Liability Regulations 1998
Certificates for Public Liability	40 years after expiry date	Employers' Liability Act 1969 Employers Liability Regulations 1998
Insurance claim records	6 years after policy end	Best practise
<b>Health and Safety</b>		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Best practise
<b>General Management</b>		
Councillors contact details	Duration of membership	Best practise
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Best practise
Consent forms	5 years	Best practise
GDPR Security Compliance form	Duration of membership	Best practise
<b>Burial and Graveyard</b>		
Burial Records	Indefinite	Operational
Burial Plot Information	Indefinite	Operational

Signed.....Graham Crompton Howe.....

Date.....27/09/2022.....

Review Date .....Sept 2023.....

**This policy is uncontrolled when printed or downloaded**

Document Control			
Version	Author	Date	Changes