

# HEMINGTON,LUDDINGTON AND THURNING PARISH COUNCIL

## Records Retention Policy

Hemington, Luddington and Thurning 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.

### Scope

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

### Responsibilities

Hemington, Luddington and Thurning Parish Council has a 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 Hemington, Luddington and Thurning Parish Council's records management guidelines.

### Retention Schedule

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

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<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	Management
Staff payroll information	3 years	Management

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## Records Retention Policy (continued)

Appraisals, references, disciplinary files	6 years after ceasing employment	Management
<b>Finance</b>		
Scale of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Bank statements (all accounts)	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act (1980)
VAT records	6 years, 20 years on rents	VAT
Petty cash and postage	6 years	Tax, VAT, Limitation Act (1980)
<b>Insurance</b>		
Insurance policies	6 years after policy end	Management
Employer's liability insurance	40 years from date on which insurance commenced or was renewed	Employer's Liability (Compulsory Insurance) Regs 1998 (SI 2753), Management
Public liability insurance	6 year after policy ends	Management
Insurance claim records	6 years after policy ends	Management
<b>General Management</b>		
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements	Indefinite	Audit, Management
Contracts	6 years	Limitation Act 1980
Councillors contact details	Duration of membership	Management
Email messages	At end of useful life	Management
Parishioner correspondence	12 months	Management
Routine correspondence, papers and emails		Retain as long as useful

Date Reviewed	September 2022 (adopted)
Date of next review	September 2024