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## Kelbrook & Sough Parish Council

### Retention Schedule Policy

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<b>Policy Title:</b>	<b>Retention Schedule</b>	<b>Policy Version: 1</b>
<b>Author:</b>	<b>Clerk &amp; RFO</b>	<b>Adopted: 12.05.2024</b>
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<b>Reason for Change:</b>	<b>Annual Review of Council Governance Documents</b>	
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<b>Next Review Date:</b>	<b>On or before 31.05.2026</b>	

A Retention Schedule is a list of records that need to be kept by Kelbrook and Sough Parish Council for a specific length of time.

This schedule contains recommended retention periods for records created and maintained by the Parish Council and refers to all information regardless of the media in which it is stored.

The aim of the Retention Schedule is to provide a consistent approach to the way the Council handles its records and provide a clear set of guidelines.

A Retention Schedule serves the purpose of identifying records that may be worth preserving permanently as a part of a local authority archive as well as preventing the premature destruction of records that need to be retained for a specific legal, financial or statutory period.

This Retention Schedule details the function of each record, the type of records that may fall within this function and the length of time the Council should hold the record before taking disposal or archive action.

Many retention periods are determined by statute.

All data and records (active and archive) will be stored in accordance with appropriate security requirements and in the most convenient and appropriate location. The degree of security required for file storage will reflect the sensitivity and confidential nature of the recorded material.

To summarise; the Council needs to keep accurate and timely records for the appropriate period of time, making sure that obsolete records are securely disposed of in an appropriate manner.

Kelbrook and Sough 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.

### **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 and/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 Clerk/RFO and Councillors must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines. Individual Councillors may hold records securely in hard copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council's records, they should ensure that the Parish Clerk/RFO retain a copy for the official record. Individual Councillors are strongly advised to undertake "weeding" and "housekeeping" on a regular basis.

All on-line and digital records and Parish Council communication must be deleted on ceasing to be a councillor

### **Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- GDPR: Data Protection Policy
- Publication Scheme

And with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

## Retention Schedule

The Parish Council is required to maintain a retention schedule listing the record series which it creates during 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.

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates during 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/RFO 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.

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Document	Minimum Retention	Reason	Action
<b>Minutes and Correspondence</b>			
<b>Agenda's</b>	Indefinitely		Archive
<b>Minutes</b>	Indefinitely		Archive
<b>Routine Correspondence</b>	As long as useful		Management
<b>Financial</b>			
<b>Annual Audited Accounts</b>	Indefinitely		Archive
<b>Annual Return</b>	Indefinitely		Archive
<b>Bank Statements</b>	6 Years	Audit	Destroy
<b>Cheque Book Stubs</b>	Last Completed Audit Year	Management	Destroy
<b>Paying in Books</b>	Last Completed Audit Year	Management	Destroy

Document	Minimum Retention	Reason	Action
Quotations and Tenders	12 Years	Audit	Destroy
VAT Records	6 Years	Audit/HMRC	Destroy
Paid Invoices/Cheques	6 Years	Audit/HMRC	Destroy
Payroll Records	12 Years	Audit	Destroy
Tax and NI Records	12 Years	Audit	Destroy
Budget Control Papers	Current Year plus 2 years	Audit	Archive
Timesheets	Last Completed Audit Year	Audit	Destroy
Insurance			
Insurance Policy	Whilst Valid	Audit	Destroy
Insurance Claim Records	7 Years after all obligations are concluded		
Certificate of Employers Liability	50 Years	Audit/Legal	Destroy
Certificate of Public Liability	21 Years	Audit/Legal	Destroy
Policy Renewal Records and Correspondence	Whilst Valid	Management	Destroy
Asset Register	Indefinitely	Audit	Preserve
Health and Safety			
Accident Books	25 Years from Closure	Management	Archive
Risk Assessments	3 Years from last assessment	Management	Archive

Document	Minimum Retention	Reason	Action
Premises/Equipment Inspection Records	25 Years	Management	Archive
General Management			
Title Deeds, Leases, Agreements and Contracts	Indefinitely		Archive
Register of Electors	Once Updated	Management	Destroy
Cllrs Declaration of Office	4 Years	Management	Destroy
General Information	12 Months	Management	Destroy
Complaints	5 Years after Closure of Case	Management	Archive
Personnel/Staff Matters			
Application Forms (Unsuccessful Candidates)	6 Months	Management	Destroy
Personnel Files	6 Years after ceasing Employment	Management	Destroy
Disciplinary Records	Retain for Period of Employment	Management	Destroy

### **Planning Applications**

All Planning Applications and relevant decision notices are available at Pendle Borough Council. There is no requirement to retain duplicates locally. Correspondence received in connection with Planning Applications will be retained as stated below:

Document	Minimum Retention	Reason	Action
Complaints	12 Months	Management	Destroy
General Information	3 Months	Management	Destroy

Document	Minimum Retention	Reason	Action
<b>Routine Correspondence and Emails</b>	Retain for Period of Employment	Management	Destroy
<b>Applications the Parish Council have commented on</b>	12 Months	Management	Added to Spreadsheet

### **Disposal Procedures**

All documents that are no longer required for administrative reasons should be shredded and disposed of.

Should further clarification be required on the documents listed above or other documentation, the Lancashire County Council Archive guidelines will be consulted by the Parish Council or the Lancashire County Council Archive Department itself.