

KENWYN PARISH COUNCIL - RETENTION OF DOCUMENTS POLICY

Kenwyn 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. 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.

Adopted by Full Council on the meeting held on Wednesday 11th September 2019 under minute number

The policy will be reviewed annually in May each year or following a change in legislation/guidance.

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 this policy is the Clerk to the Parish Council. The Clerk 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 the Parish Council's records management guidelines.

Relationship with existing policies This policy has been drawn up within the context of:

- Freedom of Information policy
- General Privacy Notice
- Privacy Notice
- Publication Scheme and with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

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

Planning Applications All planning applications and relevant decision notices are available from Cornwall Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below.

List of Documents

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes and Correspondence				
Signed minutes	Indefinite	Archive	Office	N/A
Agendas	Indefinite	Archive	Office	N/A
General emails and correspondence	Retained for as long as document is needed and to a maximum of 3 years	Management	Office	Confidential waste/Shredder
Information from other bodies and circulars	Retained for as long as useful	Management	Office	Bin
Local/historical information	Indefinite	To be securely kept for the benefit of the parish	Office	N/A
Magazines and Journals	Retained for as long as useful	The Legal Deposit Libraries Act 2003	Office	Bin
Insurance				
Accident/Incident Reports	20 years	Potential claims	Office	Confidential waste/shredder a list will be kept of those documents disposed of to meet the requirements of the GDPR/DPA 2018
Insurance policies	While valid	Management	Office	Confidential waste/shredder
Insurance claims	7 years after all obligations are concluded or child reaches age of 25	Limitation Act 1980 (as amended)	Office	Confidential waste/shredder
Insurance certificates	40 years	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI 2753)	Office and/or County Archives	Bin
Health & Safety Inspection Records	6 years	Management	Office	Bin
Finance & Payroll				

Receipt & Payment Accounts or Income & Expenditure Accounts	Indefinite	Archive	Office or County Archives	N/A
Receipt books of all kinds	6 years	VAT	Office	Bin
All bank statements	Last completed audit year	Audit	Office	Confidential waste/shredder
Bank paying in books	Last completed audit year	Audit	Office	Confidential waste/shredder
Cheque book stubs	Last completed audit year	Audit	Office	Confidential waste/shredder
Quotations & Tenders (Successful)	6 years	Limitation Act 1980 (as amended)	Office	Confidential waste/shredder – a list will be kept of those documents disposed of to meet the requirements of GDPR/DPA 2018
Paid invoices	6 years	VAT	Office	Confidential waste/shredder
Paid cheques	6 years	Limitation Act 1980 (as amended)	Office	Confidential waste/shredder
VAT records	6 years	VAT	Office	Confidential waste/shredder
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Office	Confidential waste/shredder
Timesheets	Last completed audit	Audit	Office	Bin
Wages/payroll	12 years	Superannuation	Office	Confidential waste/shredder
Scale of fees and charges	6 years	Management	Office	Bin
Salary records	6 years from end of employment	Audit	Office	Confidential waste/shredder
Tax & NI records	6 years from end of employment	Audit	Office	Confidential waste/shredder
Asset register	Indefinite	Audit	Office	Confidential waste/shredder
Human Resources				
Staff files	6 years from end of employment	Audit	Office	Confidential waste/shredder
Job applications (unsuccessful)	6 months	Management	Office	Confidential waste/shredder
Shortlanesend Village Hall				

Terms & Conditions of Hire	6 years	Management	Office	Bin
Copy invoices to hirers	6 years	VAT/Audit	Office	Confidential waste/shredder
Diary	6 years	Management	Office	Confidential waste/shredder
Miscellaneous				
Declarations of office	Term of office	Management	Office	Confidential waste/shredder
Register of interests	Term of office	Management	Office	Confidential waste/shredder
Complaints	2 years from resolution	Management	Office	Confidential waste/shredder
Investments	Indefinite	Audit	Office	N/A
NA Title deeds, leases, agreements, contracts	Indefinite	Audit	Office	N/A
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Office	Confidential waste/shredder
Audio recordings of parish council meetings and committee meetings (excluding Employment Committee Meetings or where the Council is in 'Confidential' session)	Until the minutes from the recorded meeting are agreed.	Management	Office	Deleted from all PC/electronic devices