

## WALTON PARISH COUNCIL RETENTION OF DOCUMENTS POLICY

Walton Parish Council (WPC) 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 Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- **Scope**
- **Responsibilities**
- **Retention Schedule**
- **Planning Applications**
- **Disposal Procedure**

### Scope

This policy applies to all records created, received or maintained by WPC in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by WPC and which are thereafter retained for a specified 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 Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

### Responsibilities

Walton 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/RFO to the Council. The Clerk/RFO 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.

### 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.

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.

Document	Minimum Retention Period	Reason for Retention
Minutes	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank statements	7 years	Audit/Management
Cheque book stubs	Last completed audit	Management
Paying in books	Last completed audit	Management
Quotations	7 years	Audit
Paid invoices	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Insurance Policies	While valid	Audit

Cert of Employers Liability	40 years	Audit/Legal
Cert of public liability	40 years	Audit/Legal
Assets register	Indefinite	Audit
Deeds, leases	Indefinite	Audit
Booking policy	7 years	Management
Copies of bills to hirers	7 years	Audit/Management
<b>Routine Documents &amp; Correspondence</b>	<b>Retention Period</b>	<b>Reason for Retention</b>
Declarations of Acceptance	Term of Office + 1 year	Filing/Management
Complaints	12 months	Filing/Management
General Information	12 months	Filing/Mgt/database construction
Routine Correspondence	12 months	Filing/Mgt/database construction
e-mails	12 months	Filing/Mgt/database construction

### **Planning Applications**

All planning applications and relevant decision notices are available on the Planning Portal. There is no requirement to retain duplicates locally. All Walton Parish Council's 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 in accordance with the Routine Documents/Correspondence policy below:

### **Disposal Procedure**

All documents that are no longer required for administrative reasons should be shredded and deleted entirely from the Council's computer system(s).

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