**Moss & District Parish Council**

**Retention of Documents Policy**

Moss & District 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 Moss & District Parish Council.

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

**Scope**

**Responsibilities**

**Retention Schedule**

**Scope of the policy**

**Scope**

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

**Responsibilities**

The 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 to the Council, and she 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 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 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 Reason**

Minute Books 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 Whilst 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

**Planning Applications**

All planning applications and relevant decision notices are available at DMBC. There is no requirement to retain duplicates locally. All Moss & District 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 in accordance with the Routine Documents/Correspondence policy below:

**Routine Documents/Correspondence**

Declarations of acceptance: Term of Office + 1 year (Filing management)

Complaints: 1 year (Filing management)

General information: 6 months (Filing management)

Routine correspondence & e-mails: 6 months (Filing management)

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and deleted entirely from the Council’s computer system(s).