

Introduction

Pennington 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

Retention Schedule

Disposal of records

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.

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 the implementation of this policy is the Clerk to the Parish Council, and s/he 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 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.

Disposal procedures:

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

Retention of Documents Schedule

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

Document Minute Books

Minimum Retention Indefinite

Reason Archive

Document Annual Accounts

Minimum Retention Indefinite

Reason Archive

Document Annual Return

Minimum Retention Indefinite

Reason Archive

Document Bank statements

Minimum Retention 7 years

Reason Audit/management

Document Cheque book stubs

Minimum Retention Last completed

Reason Audit Management

Document Paying in books

Minimum Retention Last completed

Reason Audit Management

Document Quotations

Minimum Retention 7 years

Reason Audit

Document Paid invoices

Minimum Retention 7 years

Reason Audit/VAT

Document VAT records

Minimum Retention 7 years

Reason Audit/VAT

Document Salary records

Minimum Retention 7 years

Reason Audit

Document Tax & NI records

Minimum Retention 7 years

Reason Audit

Document Insurance policies

Minimum Retention Whilst valid

Reason Audit

Document Cert of Employers Liability

Minimum Retention 40 years

Reason Audit/legal

Document Cert of public liability

Minimum Retention 40 years

Reason Audit/legal

Document Assets register

Minimum Retention Indefinite

Reason Audit

Document Deeds, leases

Minimum Retention Indefinite

Reason Audit

Document Declarations of acceptance

Minimum Retention Term of Office + 1 year

Reason Management

Document Members register of interests' book

Minimum Retention Term of office + 1

Reason Management

Document Complaints

Minimum Retention 1 year

Reason Management

Document General information

Minimum Retention 3 months

Reason Management

Document Routine correspondence & e-mails

Minimum Retention 6 months

Reason Management

Planning Applications

All planning applications and relevant decision notices are available at Carlisle City 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 in the above schedule.