



DEEPING ST JAMES PARISH COUNCIL

The Institute, 38 Church Street, Deeping St James, PE6 8EP

E-mail: clerk@deepingstjames-pc.gov.uk Tel: 01778 343266

Webpage: deeping-st-james.parish.lincolnshire.gov.uk

Facebook: Deeping St James Parish Council

Parish Clerk: Julie Fortnum

Records Retention Policy

Deeping St James 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Deeping St James Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Deeping St James 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 Deeping St James Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

Responsibilities

Deeping St James 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. The person responsible for records management 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 Deeping St James Parish Council's records management guidelines.

Retention Schedule

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

Document	Minimum Retention Period	Reason	Disposal
Minutes			
Minutes of Council meetings	Indefinite	Archive	N/A
Minutes of committee meetings	Indefinite	Archive	N/A

Employment			
Staff employment contracts	6 years after ceasing employment	Management	Confidential waste
Staff payroll information	3 years	Management	"
Staff references	6 years after ceasing employment	Management	"
Application forms (interviewed – unsuccessful)	6 months	Management	"
Application forms (interviewed – successful)	6 years after ceasing employment	Management	"
Disciplinary files	6 years after ceasing employment	Management	"
Staff appraisals	6 years after ceasing employment	Management	"
Staff timesheets	Last completed audit year	Management	"
Finance			
Scales of fees and charges	6 years	Management	General waste
Quotations and tenders	6 years	Audit and Management	Confidential waste
VAT records	6 years	Audit and Management	"
Annual Governance and Accounting Return	6 years	Audit and Management	"
Receipt and payment accounts	Indefinite	Archive	"
Bank statements	Last completed audit year	Audit and Management	"
Cheque books/paying in books	Last completed audit year	Audit and Management	"
Paid invoices	6 years	VAT	"
Remittance advice notes	6 years	Audit and Management	
Paid cheques	6 years	Limitation Act 1980	"
Payroll records	12 years	Pension and HMRC	"
Petty cash accounts	6 years	Audit	"
Investments	Indefinite	Audit and Management	"
Quotations and tenders	6 years	Limitation Act 1980	
Insurance			
Insurance policies	As long as a claim can be made under it 6 years after policy end	Management and Legal Proceedings	Confidential waste
Certificates for Insurance against liability for employees	40 years from date insurance was issued or renewed	Employers Liability (compulsory insurance Regulations) 1998	"

Certificates for Public Liability	40 years (or at least a record of insurance company name, policy number and period of cover)	Management and Legal Proceedings	“
Insurance claim records	6 years after policy end	Management	“
Health and Safety			
Accident books	3 years from date of last entry	Statutory	Confidential waste
Risk assessments	3 years	Management	“
Play equipment inspections	3 years	Management	“
Memorial safety inspections	3 years	Management	“
Tree safety inspections	3 years	Management	“
General Management			
Councillors contact details, acceptance of office and declarations of interests	Duration of membership	Management	Confidential waste
Title Deeds	Indefinite	Audit and Management	
Lease agreements	12 years after end of lease	Limitation Act 1980	“
Contracts	6 years after end of contract	Limitation Act 1980	“
Email messages	At end of useful life	Management	“
Consent forms	5 years after date consent given	Management	“
GDPR Security Compliance form	Duration of membership	Management	“
Allotment Management			
Plan of site	Indefinite	Management	N/A
Copy of tenancy agreements	For the period of the tenancy	Management	Confidential waste
Cemetery Management			
Copy of exclusive right of burial grant	Indefinite	Local Authorities Cemeteries Order 1977	N/A
Disposal certificates	Indefinite	“	N/A
Interment applications	Indefinite	“	N/A
Memorial applications	Indefinite	“	N/A
Register of Burials	Indefinite	“	N/A
Register of purchased graves	Indefinite	“	N/A
Plan of site	Indefinite	Management	N/A