

Eye Parish Council

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Records Retention Policy

Purpose/change	Date
Reviewed	20/7/2023
Next review	July 2026

Eye 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 Eye Parish Council while carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the 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 Eye Parish Councils records may be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

Eye 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 councillors and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Council's retention policy.

Retention schedule

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

Document	Minimum Retention Period	Reason
Minutes		
Minutes of council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	7years	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
Finance		
Scales of fees and charges	7 years	Management
Receipt and payment of accounts (incl. member's allowances.)	7 years	VAT, HMRC, Limitations Act 1980
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	Last completed audit year	VAT
Paid cheques	Last completed audit year	Audit
Payroll records	7 years	HMRC

Document	Minimum Retention Period	Reason
Petty cash accounts (if applicable)	Last completed audit year	Audit
Insurance		
Insurance policies	7 years after policy end	Management
Certificates for insurance against liability for employees	7 years after policy end	Management
Certificates for public liability	7 years after policy end	Management
Insurance claim records	7 years after policy end	Management
Health and safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
General management		
Cllrs contact details, register of interests, and declaration of acceptance.	Members term of office	Management, Legal
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Quotations and tenders	12 years	Limitation Act 1980
Emails messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR security compliance forms	Duration of membership	Management
Correspondence and complaints	1 year	Management
Planning applications	Parish Council decisions recorded in the minutes.	Management
Burial Grounds		
All associated documents	Indefinite	Archives, The Local Authorities Cemeteries Order 1977 (s1.204)

Document	Minimum Retention Period	Reason
Allotments		
All associated documents	Indefinite	Audit, Management

Most Legal proceedings are governed by the Limitation Acts.

Category:	Limitation period
Breach of trust	None
Contract	6 years
Defamation	1 year
Leases	12 years
Negligence (and other torts)	6 years
Personal injury	3 years
Rent	6 years
Sums recoverable by statute	6 years
To recover land	12 years

This document is to be reviewed every three years.

Brenda Stanojevic
Parish Clerk