



## **Retention of Documents Policy**

***The Retention of Documents Policy was adopted at the Council meeting on 13 March 2017***

Rogate 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 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**

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

### **Disposal procedures**

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

## **Retention of Documents**

<b>Document</b>	<b>Minimum Retention</b>	<b>Reason</b>
<b><u>Administrative</u></b>		
Minute books	Indefinite	Archive to Rogate Heritage Centre after 6 years
Minute taking	Until minutes approved	Common practice
Reports etc circulated with Agenda	Until no longer administrative need	Common practice
Register of Electors	While current	Common practice
<b><u>Financial records</u></b>		
Annual accounts	Indefinite	Archive
Annual return	Indefinite	Archive
Bank statements	6 years	Audit/management
Cheque book stubs	Last completed audit	Common practice
Paying-in books	Last completed audit	Common practice
Quotations	6 years	Audit
Paid invoices	6 years	Audit/VAT
Sent invoices	6 years	Audit/VAT
VAT records	6 years	Audit/VAT
Salary records	6 years	Audit
Tax & NI records	6 years	Audit
Insurance policies	6 years	Audit/good practice
Assets register	6 years	Audit
Cert of employers' liability	6 years	Audit/legal
Cert of public liability	6 years	Audit/legal
<b><u>Legal documents</u></b>		
Leases/deeds	Indefinite	Audit/Management
Agreements/contracts	6 years after cease	Audit/Management

### **Councillor Information**

Declaration of acceptance of Office	Term of office plus 2 years	Common practice
Register of Member's interest	Term of office plus 2 years	Common practice
Members allowances register	6 years	Audit/legal
Code of conduct complaints	Term of office plus 2 years	Common practice

### **Personnel Information**

Personnel files	6 years	Audit/Management
Recruitment – successful	1 year	Discrimination Acts
Recruitment – unsuccessful	1 year	Discrimination Acts

### **Other Information**

Complaints	2 years after conclusion	Common practice
FOI requests	2 years after conclusion	Common practice
General information	While current plus 3 months	Common practice
Routine correspondence & emails	While current plus 3 months	Common practice

### **Planning Applications**

All planning applications and relevant decision notices are available at CDC/SDNP. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Planning Committee minutes and these are retained indefinitely.