



SHERBURN IN ELMET PARISH COUNCIL

<https://www.sherburninemet-pc.gov.uk/>

RETENTION AND DISPOSAL OF DOCUMENTS POLICY

Sherburn in Elmet 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 Sherburn in Elmet Parish Council.

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

Scope

Responsibilities

Disposal Procedure

Retention Schedule

Scope

This policy applies to all records (hard copy and electronic) created, received or maintained by Sherburn in Elmet Parish Council in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by Sherburn in Elmet 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 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.

Disposal procedures:

All documents that are no longer required (see retention schedule below) must be shredded and deleted entirely from the Council's computer system(s).

A record must be kept of all deleted documents (shredded or removed electronically)

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.

Under the Data Protection Act 2018 and UK GDPR, the council is required to evidence its compliance with this legislative framework. The retention schedule and its application provides evidence of the procedures the council adheres to in the retention and disposal of documents containing personal data.

The Proper Officer 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	RETENTION PERIOD	REASON
COUNCIL GENERAL ADMINISTRATION		
Minutes	Indefinitely	Legal requirement
Meeting notes	Until the draft minutes have been approved	File management
Declarations of Acceptance of Office	Term of Office	File management
Register of Members Interest	Term of Office	File management
Complaints	1 year	File management
Planning applications	All planning applications and relevant decision notices are available at Selby District Council. There is no requirement to retain duplicates locally. All Sherburn in Elmet 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 Council General Administration/Routine Correspondence heading below	File management
Routine correspondence:		

Hard copy routine correspondence	retain until matter dealt with Where SEPC considers that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.	File management File management
Electronic routine correspondence	retain until matter dealt with Where SEPC considers that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.	
COUNCIL FINANCES		
Cash Book Accounts, Sales & Purchase Ledgers	Indefinitely	File management
Title Deeds, Leases, Agreements & Contracts	Indefinitely	Audit, File management
Investments	Indefinitely	Audit, File management
Audited Accounts (Annual Return form)	Indefinitely	Audit, File management
Precept Requests	Indefinitely	Audit, File management
Tax Returns	7 years	Audit, File management
Income Tax / NI returns records & correspondence Inland Revenue	No less than 3 years after the end of that financial year.	Legal requirement
Financial reports to Council	7 years, indefinite if with minutes.	File management
Grant application forms	Until grant process complete /end of financial year	Audit/ File management
Quotations and Tenders	12 years	Legal requirement
Receipt Books	6 Years	VAT
Paid Invoices	6 Years	VAT
VAT Records	6 Years	VAT
Petty Cash Records	6 Years	Legal requirement
Bank Statements	6 years	Audit
Bank Paying in Books	6 years	Audit
Cheque Book Stubs	6 years	Audit
Insurance Records		
Insurance Policies	While Valid	File management
Certificates for insurance against liability for employees	40 years from date in which insurance commenced or was renewed	Employers' Liability (Compulsory Insurance) Regulations 1998

		(SI2753), File management
Insurance Claims & Health & Safety Records	40 years	File management
Employment Records		
Application forms/interview notes for unsuccessful candidates	6 months	Legal requirement
Personnel files & training records (including disciplinary)	6 years after employment ceases	Legal requirement
Records / decisions allowing retirement due to incapacity, pension accounts & documents	6 years from end of scheme year or date account is signed	Legal requirement
Records relating to SSP/SMP	3 years after period to which they relate/end of tax year	Legal requirement
Redundancy details	6 years from date of redundancy	Legal requirement
Wages/salary records	12 years	Legal requirement
RISK ASSESSMENTS		
Periodic Inspection Logs	12 Years	Legal requirement
Risk Assessments	12 Years	Legal requirement