

Holt Parish Council Record Retention Policy

Holt 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: The Scope, Responsibilities, Retention Schedule and Scope of the policy This policy applies to all records created, received or maintained by Holt 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 Historical hard copy records will be selected for permanent preservation as part of the Council's archives and for historical research these will be handed over to the Worcestershire County Archive for safe keeping. Responsibilities: Holt Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment.

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 Parish Council 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.

Retention of Documents:

DOCUMENT	MINIMUM RETENTION	REASON
Historical Hard Copy Records	Indefinite within the Worcestershire County Archive	Historical Research
Minutes of meetings in Electronic Form	Those Electronic form Indefinite	Archive
Annual Accounts	Those Electronic form Indefinite	Archive
Annual Returns	Those Electronic form Indefinite	Archive
Bank Statements	6 Years	Audit
Scales of charges & fees	6 Years	Audit

Receipt and Payment Accounts	Those Electronic form Indefinite	Archive
Cheque Book Stubs	6 Years	Audit
Bank Paying in Books	6 Years	Audit
Paid Invoices	6 Years	Audit
Paid Cheques	6 Years	Audit
Vat Records	6 Years	VAT
Quotations and Tenders	12 Years/Indefinite	Statute of Limitations
Salary Records	12 Years	Statute of Limitations
Tax & NI Records	12 Years	Statute of Limitations
Insurance Policies	Whilst valid	Management
Title Deeds, Leases, Agreements and Contracts	Those Electronic form Indefinite	Audit Management
Declarations of Acceptance of Office	Term of Office + 1 Year	Management
Register of Members Interests	Term of Office + 1 Year	Management
Complaints	1 Year	Management
General Information	3 months	Management
Council Email & Routine Correspondence	3 months or as soon as they are dealt with and closed	Management

Planning Applications:

All planning applications and relevant decision notices are available on the Malvern Hills District Council website as they are the Planning Authority. 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.

Disposal procedures:

All documents that are no longer required for administrative reasons should be dealt with as follows:

- Paperwork - will be shredded on site and disposed of.
- Paperwork (large amounts) - a reputable company will be employed to take the information away for confidential destruction and issue the appropriate certification.
- Electronically – information held on computer will be deleted in an appropriate manner when it is no longer required as per the above.