***Retention Schedule***

*Adopted May 2024*

*Review date May 2025*

**Kelbrook and Sough Parish Council**

**Retention Schedule**

A Retention Schedule is a list of records that need to be kept by Kelbook and Sough Parish Council for a specific length of time.

This schedule contains recommended retention periods for records created and maintained by the Parish Council and refers to all information regardless of the media in which it is stored.

The aim of the Retention Schedule is to provide a consistent approach to the way the

Council handles its records and provide a clear set of guidelines.

A Retention Schedule serves the purpose of identifying records that may be worth

preserving permanently as a part of a local authority archive as well as preventing the

premature destruction of records that need to be retained for a specific legal, financial or

statutory period.

This Retention Schedule details the function of each record, the type of records that may fall within this function and the length of time the Council should hold the record before taking disposal or archive action.

Many retention periods are determined by statute.

All data and records (active and archive) will be stored in accordance with appropriate

security requirements and in the most convenient and appropriate location. The degree of

security required for file storage will reflect the sensitivity and confidential nature of the

recorded material.

To summarise; the Council needs to keep accurate and timely records for the appropriate

period of time, making sure that obsolete records are securely disposed of in an appropriate manner.

Kelbrook and Sough 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 ramework through which this effective management can be achieved and audited.

**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 and/or electronically.

**Responsibilities**

The Parish Council has a corporate responsibility to maintain its records and record

management systems in accordance with the regulatory environment.

The Clerk and Councillors must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Parish Council’s

records management guidelines. Individual Councillors may hold records securely in hard

copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council’s records, they should ensure that the Parish clerk retain a copy for the official record. Individual Councillors are strongly advised to undertake “weeding” and “housekeeping” on a regular basis.

All on-line records and parish council communication must be deleted on ceasing to be a councillor

**Relationship with existing policies**

This policy has been drawn up within the context of:

* Freedom of Information policy
* Data Protection policy/Publication Scheme

And with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

**Retention Schedule**

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.

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.

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

stored. **Please see Appendix 1**

This policy will be reviewed annually to ensure that it is relevant to working practice.

Adopted by Kelbrook and Sough Parish Council:

…………….…………………………….. Chairman ................................ Date

………….……………………………….. Clerk ................................ Date

**Appendix 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Document | Minimum retention | Reason | Action |
| Minutes and Correspondence |  |  |  |
| Minutes of council meetings | Indefinitely |  | Archive |
| Agendas | Indefinitely |  | Archive |
| Routine Correspondence | As long as useful |  | Management |
| Financial |  |  |  |
| Annual audited accounts | Indefinitely |  | Archive |
| Annual return | Indefinitely |  | Archive |
| Bank statements | 6 years | Audit | Destroy |
| Cheque book stubs | Last completed audit year | Management | Destroy |
| Paying in books | Last completed audit year | Management | Destroy |
| Quotations and tenders  | 12 years | Audit | Destroy |
| VAT records | 6 years | VAT | Destroy |
| Paid invoices/cheques | 6 years | Audit/VAT | Destroy |
| Payroll records | 12 years | Audit | Destroy |
| Tax and Ni records | 12 years | Audit | Destroy |
| Budget control papers | Current year plus 2 years | Audit | Archive |
| Timesheets | Last completed audit year | Audit | Destroy |
| Insurance |  |  |  |
| Insurance policies | Whilst valid | Audit | Destroy |
| Insurance claim records | 7 years after all obligations are concluded |  |  |
| Certificate of employers liability | 50 years | Audit/legal | Destroy |
| Certificate of public liability | 21 years | Audit/legal | Destroy |
| Policy renewal records and correspondence | Whilst valid | Management | Destroy |
| Asset registers | Indefinitely | Audit | Preserve |
| Health and safety |  |  |  |
| Accident books | 25 years from closure | Management | Archive |
| Risk assessments  | 3 years from last assessment | Management | Archive |
| Premises/equipment inspection records | 25 years | Management | Archive |
| Document | **Minimum retention** | **Reason** | **Action** |
| General management |  |  |  |
| Deeds, leases | Indefinitely |  | Archive |
| Register of electors | Once updated | Management | Destroy |
| Cllrs declaration of office | 4 years | Management | Destroy |
| Members register of interest | 18 months after individual ceases to be a member | Management | Destroy |
| Title, deeds, leases, agreements, contracts | Indefinitely | Audit |  |
| General information | 12 months  | Management | Destroy |
| Complaints | 5 years after closure of case | Management | Archive |
| Personnel/staff matters |  |  |  |
| Application forms (unsuccessful candidates) | 6 months | Management | Destroy |
| Personnel files | 6 years after ceasing employment | Management | Destroy |
| **Disciplinary records** | Retain for period of employment | Management | Destroy |

**Planning Applications**

All planning applications and relevant decision notices are available at Pendle Borough Council. There is no requirement to retain duplicates locally.

Correspondence received in connection with planning applications will be retained as stated below.

| Document | Minimum retention | Reason | Action |
| --- | --- | --- | --- |
| Complaints | 1 year | Management | Destroy |
| General Information | 3 months  | Management | Destroy |
| Routine correspondence and emails | 6 months | Management | Destroy |
| Applications in which the Parish council have commented | 12 months  | Management | Added to spreadsheet |

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of.

If further clarification is required on documents listed above or other documentation, the Lancashire County Council Archives guidelines will be consulted by the Parish Council or the LCC Archives Department itself