

# **Kelvedon Parish Council**

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## **RETENTION OF DOCUMENTS POLICY**

**Approved: October 2017**  
**Review due: October 2022**

**Kelvedon Parish Council**

# Retention of Documents Policy

The 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.

## 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

The 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, who is 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 for its documents. 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 all documents regardless of the media in which they are stored.

## Retention of Documents

Document	Minimum Retention	Reason
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank statements	7 years	Audit/management
Cheque book stubs	Last completed	Audit Management
Paying in books	Last completed	Audit/Management

Quotations	7 years	Audit
Paid invoices	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Contracts	6 years	Legal
Insurance policies	Whilst valid	Audit
Cert of Employer's Liability	40 years	Audit/Legal
Cert of Public Liability	40 years	Audit/Legal
Asset Register	Indefinite	Audit
Deeds, Leases	Indefinite	Audit
Grant Applications	2 years (then anonymised)	Admin/Management
Declarations of Acceptance	Term of Office + 1 year	Management
Complaints	1 year	Management
General information	3 months	Management
Routine correspondence and e-mails	6 months	Management

#### Disposal procedures

All documents that are no longer required for administrative reasons will be shredded.

#### Planning Applications

All planning applications, related documents, representations and relevant decision notices are available on Braintree District Council's website. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with planning applications are recorded in the Council minutes, which are retained indefinitely. Correspondence received in connection with applications will be retained as stated above.

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