

## Mellor Parish Council

### Records Retention Policy

Mellor Parish Council recognised 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention schedule

#### Scope

This policy applies to all records created, received or maintained by Mellor Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Mellor 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 Mellor Parish Council records may be selected for permanent as part of the Council's archives and for historical research

#### Responsibilities

Mellor Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulator environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Mellor Parish Council records management guidelines.

#### Retention Schedule

The retention schedule refers to records regardless of the media in which they are stored

Document Category	Minimum Retention Period	Reason
<b>Administration &amp; Finance</b>		
Minutes of Council meetings	Indefinite	Archive
Receipt and payment accounts	Indefinite	Archive
Receipts books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitations Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitations Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitations Act 1980 (as amended)
Timesheets	Last completed audit year	Audit (requirement)
Wages books	12 years	Superannuation
Insurance policies	While valid	Management

Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	6 years	Tax, Limitation Act 1980 (as amended)
<b>Employment</b>		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application form (interviewed unsuccessful)	6 months	Management
Application form (interviewed successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
<b>Health and Safety</b>		
Accident books	3 years from date of last entry	Statutory
Risk assessment	At least until a further risk assessment has taken place which renders the first one obsolete – though 10 years if there have been potentially dangerous exposures	Management
<b>General Management</b>		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	End of useful life	Management
Consent forms	End of useful life	Management
<b>Other</b>		
Planning applications (hard copy)	12 months post application	Management