

# SUTTON IN CRAVEN PARISH COUNCIL

## RECORDS MANAGEMENT

### 1 Introduction

1.1. The guidelines set out in this document supports the *Sutton-in-Craven Parish Council* Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation 2018 (GDPR) and other associated legislation.

1.2. It is important that the *Parish Council* has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.

1.3. Sutton-in-Craven *Parish Council* will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

### 2. Aims and Objectives

2.1. It is recognised that up to date, reliable and accurate information is a vital to support the work that the *Parish Council* does and the services that we provide to our residents. This document will help us to:

- Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
- Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the GDPR.
- Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily.
- Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

### 3. Scope

This Policy applies to users of Sutton-in-Craven Parish Council's information records, both paper and electronic, it includes Councillors and employees.

### 4. Statutory Requirements

Document subject to a statutory period of retention are identified by their associated legislation in Annex A.

### 5. Security of Documents

- Personal information will be retained in locked room/filing cabinet. Access to these documents will only be by authorised personnel.
- Disclosure information will be retained in a locked room/filing cabinet.
- Appropriately dispose of information that is no longer required.

- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes eg. Equalities data.
- Wherever possible only one copy of any personal information will be retained.

## 6. Implementation of Policy

The Clerk will be responsible for the implementation of the Policy.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
*Minute books	Indefinite	Archive
*Scales of fees and charges	6 years	Management
*Receipt and payment account(s)	Indefinite	Archive
*Receipt books of all kinds	6 years	VAT
*Bank Statements, including deposit/savings accounts	Last completed audit year	Audit
*Bank paying-in books	Last completed audit year	Audit
*Cheque book stubs	Last completed audit year	Audit
*Quotations and Tenders –	6 years/Indefinite	Limitation Act 1980 (as amended)
*Paid Invoices	6 years	VAT
*Paid cheques	6 years	Limitations Act 1980
*VAT Records	6 years	VAT
*Petty Cash, postage and telephone books	6 years	Tax, Vat, Statute of Limitations
*Timesheets	Last completed audit year	Audit
*Wage books	12 years	Superannuation
*Insurance policies	While valid	Management
*Certificate 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	Indefinite	Audit, Management
*Members allowances register	6 years	Tax, Statute of Limitations Act 1980 (as amended)
*For Allotments register and Plans	Indefinite	Audit, Management
<b>Pavilion, Recreation Ground</b>		
Application to Hire	6 years	VAT
<b>Health and Safety</b>		
Health and Safety Accident books and records	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within then 40 Years. If the accident concerns a child or young adult retain until the person reaches the age of 21	Management
Parks and Play area Inspection Reports	6 years	Management

All Inspection certificates	6 years	Management
Risk Assessments	3 years from last assessment	Management
<b>Members</b>		
Register of Interests	12 months after individual ceases to be a member	Management
<b>Miscellaneous</b>		
Reports, newsletters etc.	Retain as long as useful	Management
Correspondence	6 months	Management
Requests under the Freedom of Information Act 2000	6 months	Management
<b>Planning</b>		
Planning applications	Recommendations in connection with relevant planning applications are recorded in the minutes which are retained indefinitely. Correspondence (both hard copy and electronic) received in connection with planning applications will be retained in accordance with the routine documents/correspondence policy noted above. Where an application is refused by the local planning authority, the application will be retained until the period within which an appeal can be made has expired.	Planning and enforcement
<b>Documentation for Legal purposes (unless extended)</b>		
Negligence	6 years	Limitation Act 1980 (as amended)
Defamation	1 year	Limitation Act 1980 (as amended)
Contract	6 years	Limitation Act 1980 (as amended)
Sums Recoverable	6 years	Limitation Act 1980 (as amended)
Leases	12 years	Limitation Act 1980 (as amended)
Personal Injury	3 years	Limitation Act 1980 (as amended)
To recover land	12 years	Limitation Act 1980 (as amended)
Rent	6 years	Limitation Act 1980 (as amended)

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