# RANSKILL PARISH COUNCIL

# Records Retention Policy

**Document Control**

| Date | Details |
|---|---|
| April 2018 | New Policy |
| 9 May 2018 | Reviewed and adopted by Ranskill Parish Council |
| 21 Sep 2022 | Reviewed by Parish Council - no change |
| 11 Sep 2024 | Reviewed by Parish Council - no change |

**Ranskill Parish Council Records Retention Policy**

Ranskill 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

## 1. Scope

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

## 2. Responsibilities

Ranskill Parish Council as a corporate responsibility to maintain its records and record management systems in accordance with the regulatory 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 Ranskill Parish Council's records management guidelines.

## 3. Retention Schedule

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

| Document | Minimum Retention Period | Reason |
|---|---|---|
| **Minutes** | | |
| Minutes of Council meetings | Indefinite | Archive |
| Minutes of committee meetings | Indefinite | Archive |
| **Employment** | | |
| Staff employment contracts | 6 years after ceasing employment | Management |
| Staff payroll information | 3 years | Management |
| Staff references | 6 years after ceasing employment | Management |
| Application forms (interviewed – unsuccessful) | 6 months | Management |
| Application forms (interviewed – successful) | 6 years after ceasing employment | Management |

| | | |
|---|---|---|
| Disciplinary files | 6 years after ceasing employment | Management |
| Staff appraisals | 6 years after ceasing employment | Management |
| **Finance** | | |
| Scales of fees and charges | 6 years | Management |
| Receipt and payment accounts | 6 years | VAT |
| Bank statements | Last completed audit year | Audit |
| Cheque book stubs | Last completed audit year | Audit |
| Paid invoices | 6 years | VAT |
| Paid cheques | 6 years | Limitation Act 1980 |
| Payroll records | 12 years | HMRC |
| Petty cash accounts | 6 years | HMRC |
| **Insurance** | | |
| Insurance policies | 6 years after policy end | Management |
| Certificates for Insurance against liability for employees | 40 years after policy end | Employers Liability Regs 1998 |
| Certificates for Public Liability | 6 years after policy end | Management |
| Insurance claim records | 6 years after policy end | Management |
| **Health and Safety** | | |
| Accident books | 3 years from date of last entry | Statutory |
| Risk assessment | 3 years | Management |
| **General Management** | | |
| Councillors contact details | Duration of membership | Management |
| Lease agreements | Indefinite | Audit/Management |
| Contracts | Indefinite | Audit/Management |
| Email messages | At end of useful life | Management |
| Consent forms | 5 years | Management |
| GDPR Security Compliance form | Duration of membership | Management |