

Frampton Parish Council

Records Retention and Disposal Policy

Frampton 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
- Disposal
- Retention Schedule

Scope

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

Responsibilities

Frampton 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 this policy is the Clerk. The person responsible for records management will give guidance for good records management and 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 Frampton Parish Council's records management guidelines.

Disposal

Information must be disposed of in accordance with the Council's retention and disposal schedule. At the end of business use some records (where appropriate) can be transferred to archives, another organisation or be destroyed. All paper documents at the end of their retention schedule will be destroyed by shredding. All electronic documents will be destroyed by permanent deletion from the host. This will include any documents held on a back-up medium.

Retention Schedule

Retention periods for records are set either by statutory legislation or by agreement with the Council. A record must remain accessible and readable for the duration of the records business use and during the retention period.

| Document | Retention Period | Reason |
|---|---|----------------------------------|
| Minutes of Council meetings | Indefinitely | Archive |
| Minutes of Committee meetings | Indefinitely | Archive |
| 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 |
| Timesheets | Last completed audit year | |
| Finance – scales of fees and charges | 6 years | Management |
| Finance – receipt and payment accounts | 6 years | VAT |
| Finance - Bank statements | Last completed audit year | Audit |
| Finance – Cheque book stubs & paying in | Last completed audit year | Audit |
| Finance – Paid Invoices | 6 years | VAT |
| Finance – Paid cheques | 6 years | Limitation Act 1980 (as amended) |
| Finance – Audited accounts | 6 years | Transparency Code |
| Finance – petty cash, postage and telephone books | 6 years | Limitation Act 1980 (as amended) |
| Finance – VAT records | 6 years generally but 20 years for VAT on rents | VAT |

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| Insurance Policies | While valid | Management |
| Certificates for Insurance against liability for employees | 40 years from date on which insurance commenced or was renewed | The Employer's Liability (Compulsory Insurance) Regulations |
| | | 1998 (SI 2753) Management |
| Councillor's contact details | Duration of membership | Management |
| Contracts | 6 years | Limitation Act 1980 |
| Email messages | At end of useful life | Management |
| Consent forms | 5 years | Management |
| GDPR Security Compliance forms | Duration of membership | Management |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, management |