Chandler's Ford Parish Council

Retention of Records 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.

It covers:

- Scope
- Responsibilities
- Retention Schedule
- Scope of the Policy

This policy applies to all records created, received or maintained by the Parish Council whilst 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, and they are 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. The Clerk must ensure that the records for which they are responsible are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council's records, they should ensure that the Clerk retains a copy for the official record. Individual Councillors are strongly advised to undertake "weeding" and "housekeeping" on a regular basis. On resigning from the Council Councillors should delete electronic records they hold and destroy hard copy documents.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. 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.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems. The retention schedule refers to records regardless of the media in which they are stored.

A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Signed Minutes of Council Meetings	Indefinite	Archive	Computer, Website and Office	Ideally at regular intervals, of not more than 5 years they should be archived and deposited with Hampshire County Council
Agendas	Indefinite (Electronically)	Archive	Computer, Website and Office	Electronic versions removed from website after 5 years but held indefinitely on cloud based network drives.
Accident/Incident reports	20 years	Potential Claims	Office	Destroy
Scales of fees and charges	7 years	Management	Computer and Office	Destroy
Receipt and payment accounts	Indefinite	Archive	Computer and Office	N/A
All receipt books	7 years	VAT	Computer and Office	Destroy
All bank statements	7 years	Audit	Office	Destroy
Bank paying in books	7 years	Audit	Office	Destroy
Cheque book stubs	7 years	Audit	Office	Destroy
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Computer and Office	Destroy
Paid invoices	7 years	VAT	Computer and Office	Destroy
Document	**Minimum Retention Period**	**Reason**	**Location Retained**	**Disposal**
Paid cheques	7 years	Limitation Act 1980	Office	Destroy

VAT records	7 years	VAT	Computer and Office	Destroy
Petty cash books	7 years	Tax, VAT, Limitation Act 1980 (as amended)	Computer and Office	Destroy
Timesheets	3 years	Audit (requirement), Personal injury (bet practice)	Computer and Office	Destroy
Wages books/payroll	12 years	Pension	Computer and Office	Destroy
Insurance policies	While valid (but see next 2 items below)	Management	Computer and Office	Destroy
Insurance company names and policy numbers	Indefinite	Management	Computer and Office	N/A
Certificates for insurance against liability for employees	40 years from the date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Computer and Office	Destroy
Park equipment inspection reports	21 years	Personal injury (best practice)	Computer and Office	Destroy
Investments	Indefinite	Audit, Management	Computer and Office	N/A
Loans	6 years following full repayment	Statue of limitations	Computer and Office	Destroy
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Computer and Office	N/A
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Computer, Website and Office	Destroy
Document	**Minimum Retention Period**	**Reason**	**Location Retained**	**Disposal**
Correspondence & papers on important local issues & activities	Indefinite – to be securely kept for the benefit of the Parish	Local Interest	Computer, Website and Office	N/A
Routine correspondence, papers & emails	Retain as long as useful and relevant	Management	Computer, Website and Office	Destroy

Record Keeping

Document	Minimum Retention Period	Reason	Location Retained	Disposal
To ensure records are easily accessible it is necessary to comply with the following: • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names	The electronic files will be backed up daily in the cloud	Management	Computer, Website and Office	Documentation no longer required will be disposed of, ensuring anything confidential is destroyed as confidential waste.
General correspondence	Records kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or	Management – to protect legal and other rights and interests	Computer, Website and Office	Destroy
Staff Files	6 years after employment ended unless through ill health or industrial tribunal in which case keep till individual is 65.	References, payment of tax, national insurance, pension contributions and in respect of any related legal claims made against the Council.	Computer, Website and Office	Confidential waste

Documents from legal matters, negligence and other torts

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Negligence	6 years		Computer and file	Confidential waste
Defamation	1 year		Computer and file	Confidential waste
Contract	6 years		Computer and file	Confidential waste
Leases	12 years		Computer and file	Confidential waste
Sums recoverable by statute	6 years		Computer and file	Confidential waste
Personal injury	3 years		Computer and file	Confidential waste
To recover land	12 years		Computer and file	Confidential waste
Rent	6 years		Computer and file	Confidential waste
Breach of trust	None		Computer and file	Confidential waste
Trust deeds	Indefinite		Computer and file	N/A

For Halls, Centres & Recreation Grounds

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Applications to hire	6 years	VAT	Computer and Office	Confidential waste
Lettings diaries	Electronic	VAT	Computer, Website and Office	N/A
Copies of invoices to hirers	7 years	VAT	Computer, Website and Office	Confidential waste
Terms and Conditions	6 years	Management	Computer, Website and Office	Destroy

For Allotments

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Register and plans	Indefinite	Audit, Management	Computer, Website and	N/A

			Office	
Legal papers	Indefinite	Audit, Management	Computer, Website and Office	N/A
Tenancies and rental invoices	For duration of tenancy + 5 years	Management	Computer and Office	Destroy

Planning

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Local Plans	Indefinite		Computer and Office	N/A

Policy Version : RoR2025
Adopted by Full Council meeting – 20 January 2025
Minute reference : 1252a
Date of Review: January 2027