



Broomhaugh & Riding Parish Council Document Retention Policy

Broomhaugh & Riding Parish Council (the 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 Council.

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

This policy applies to all records created, received or maintained by the Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the 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.

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 Council, and she is 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.

Under the Freedom of Information Act 2000, the 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. The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

Retention of Documents

Document	Minimum Retention	Reason	Storage & Disposal
Financial & Administrative Records			
Minute Books	Indefinite	Archive	PO/CA
Annual Accounts	Indefinite	Archive	PO/CA
Annual Return	Indefinite	Archive	PO/CA
Bank Statements	8 years	Audit/Management	PO/S
Cheque Book stubs	Last completed audit	Management	PO/S
Receipt books	Last completed audit	Management	PO/S
Quotations	8 years	Audit	PO/S
Paid invoices	8 years	Audit	PO/S
VAT records	8 years	Audit	PO/S
Grant claim records	8 years	Audit	PO/S

Salary records	8 years	Audit	PO/S
Tax and NI records	8 years	Audit	PO/S
Insurance Policies	8 years	Audit	PO/S
Cert of Employers Liability	40 years	Audit/Legal	PO/S
Cert of Public Liability	40 years	Audit/Legal	PO/S
Asset Register	Indefinite	Audit	PO/CA
Title deeds, leases, agreements, contracts	Indefinite	Audit/Archive	PO/CA
Risk assessments	3 years	Management/Legal	PO/S
Litigation	7 year after last action	Legal	PO/S
Major litigation	Indefinite	Legal/Archive	PO/CA
Play Park inspection reports	40 years	Insurance	PO/S

Planning Applications

All planning applications and relevant decision notices are available on the Northumberland County Council website. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded on a form which will be retained for 1 year from decision date. They are also recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below.

Staff and Councillors' Information

Application for co-option	Term of office + 4 years	Management	PO/S
Declaration of acceptance of office	Term of office + 4 years	Management	PO/S
Members register of interests	Term of office + 4 years	Management	PO/S
Employees' records	Employment period + 6 years	HR/Management	PO/S
Employees Disciplinary action Oral warning Written warning Final warning	6 months 12 months 18 months Warnings related to the protection and safeguarding of children should be placed on file permanently - archive	HR/Management	PO/S
Grievance procedures – written records	6 years after the employee has left. Where a grievance is proven to be unfounded, destroy immediately or after appeal	HR/Management	PO/S

Correspondence

Complaints	Resolution + 1 year	Management	PO/S
Magazines, journals and general	3 months or as long as they are useful and	Management	PO/R

information	relevant		
Routine correspondence and emails	1 year or as long as they are useful and relevant	Management	PO/S

KEY: PO – Parish Office, CA – County Archives, R- Recycle, S – shred/burn,

Disposal Procedures

All documents that are no longer required for administrative purposes will be shredded and disposed of.