

Brightwell-cum-Sotwell Parish Council

Brightwell Cum Sotwell Parish Council Document and Records Retention Policy

Procedure Number: BCSPC Document & Retention Policy

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Brightwell Cum Sotwell 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

Scope

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

Responsibilities

Brightwell Cum Sotwell Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The Council will follow 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 Brightwell Cum Sotwell Parish Council's records management guidelines

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
Application forms (unsuccessful)	6 months	Management
Application forms (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
Recipet and payment account	Indefinite	Archive
Bank statements	6 years	Audit
Paid invoices	6 Years	VAT
Paid cheques	6 years	Limitation Act 1980
Cheque Book Stubs	Last completed audit year	Audit
Payroll records	6 years & current year	HMRC
Petty cash accounts	6 years	VAT
Insurance		
Insurance Policies	6 years after policy end	Management
Certificate for insurance against liability for employees	6 years after policy end	Management
Certificate 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 last date of entry	Statutory
Risk Assessment	3 years	Management
General Management		
Councillors contact details	Duration of membership	Management
Contracts	6 years	Limitation Act 1980
Email messages	At end if useful life	Management
Consent forms	5 years	Management

Planning Applications

Different types of planning applications will have different retention actions.

Householder planning applications for extensions, alterations, access changes, additional garden buildings, conservatories, garages, to existing dwellings, external or internal. When Householder application has been granted - destroy. Should such applications be refused, the application should be retained pending a possible appeal - retention for 1 year.

Planning applications for single new dwellings- when granted destroy, if refused retention 1 year.

Planning Applications for new dwellings on any of the designated Brightwell Cum Sotwell Neighbourhood Plan sites – Retention until development is complete and all conditions discharged.

Planning applications for new dwellings on a site not designated in the Brightwell Cum Sotwell Neighbourhood Plan – Retention 3 years (whether granted or refused).

Major Planning Applications as designated by SODC – Retention 10 years.