

BROOMFIELD PARISH COUNCIL

Policy for the Retention and Disposal of Documents

The Clerk of the Council has lead responsibility for records management within the Council. Appropriate training and resources will be made available to enable the records management function to be maintained across all the Council's activities.

Records of all the Council's business activities should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities, to facilitate an audit or examination, to protect the legal and other rights of the Council and to provide authenticity of the records so that evidence derived from them is shown to be credible and authoritative.

Records created by the Council should be arranged in a record keeping system that will enable the Council to obtain the maximum benefit from the quick and easy retrieval of information.

An information survey or record audit will help to promote control over the records and provide valuable data for developing appraisal and disposal procedures.

Record Closure

Records should be closed as soon as they have ceased to be of active use other than for reference purposes. As a general rule, files should be closed after five years and if action continues, a further file should be opened. An indication that a file of paper records or folder of electronic records has been closed should be shown on the record itself as well as noted in the index or database of the files/folders.

Record Selection

The Council's selection policy for retention and disposal is as follows:

DOCUMENT	RETENTION PERIOD	ACTION
Minutes	Indefinite	Retain in office and archive at CRO after 25 years
Scale of Fees and Charges	5 years	Destroy after 5 years
Receipts and Payments book	Indefinite	Retain in long term storage
Receipt books of all kinds	6 years	Destroy after 6 years
Bank Statements	Last completed audit year	Review after 5 years and destroy
Bank Paying in Books	Last completed audit year	Review after 5 years and destroy
Cheque Book stubs	Last completed audit year	Review after 5 years and destroy

Quotations and Tenders	12 years/indefinite	Retain in long term storage
Paid Invoices	6 years	Review after 6 years and destroy
Paid Cheques	6 years	Destroy after 6 years
VAT Records	6 years	Review after 6 years and destroy
Petty cash, postage and telephone books	6 years	Review after 6 years and destroy
Time Sheets	2 years	Destroy after 2 years
Wages Books	12 years	Retain in long term storage
Employers Liability Insurance Certificate	Indefinite	Retain in office
Insurance Policies	While valid	Review after 5 years and destroy
Investments	Indefinite	Retain in long term storage
Title Deeds, leases, agreements, contracts	Indefinite	Deposit at bank
Members Allowance Register	6 years	Destroy after 6 years
For Halls, Centres and Recreation Grounds		
Application to hire	6 years	Destroy after 6 years
Letting Diaries	6 years	Destroy after 6 years
Copies of bills to hirers	6 years	Destroy after 6 years
Record of Tickets issued	6 years	Destroy after 6 years
For Allotments		
Register of Plans	Indefinite	Retain in long term storage
Other		
Newsletters, newspapers and magazines		These will be kept in the office for one year. After one year The Clerk, County Update, The Groundsman and LCR will be moved into long term storage. Other items will be disposed of unless there are particular items that need to be kept for references purposes, in which case they will be placed in the appropriate file.

Personnel Files		Information of record will be kept for 7 years after the person has left the employ of the Council. After that, summary data will be kept indefinitely.
Interview and other connected personnel processes		Files will be kept for 6 months after the date of the interview.
Emails	6 months	Retain current emails for open files – to delete all other emails

Any records not selected for permanent preservation and which have reached the end of their administrative life must be destroyed in as secure a manner as is necessary for the level of confidentiality they bear. A record of their destruction, showing their reference, description and date of destruction should be maintained and preserved by the Clerk of the Council.

This policy is deemed to cover all documents whether in hard copy (e.g. letters etc.), electronic format (e.g. e-mails etc.) or in any other recording medium.

If a record due for destruction is known to be the subject of a request for information, destruction should be delayed until disclosure has taken place or , if the Council has decided not to disclose the information, until the complaint and appeal provisions of the Freedom of Information Act have been exhausted.