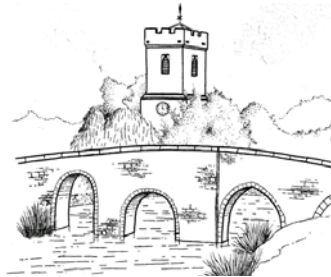


BIDFORD ON AVON PARISH COUNCIL
In the County of Warwickshire



DOCUMENT RETENTION
POLICY

Approved by Members on...22nd December 2008

Bidford-on-Avon Parish Council

POLICY ON THE RETENTION OF DOCUMENTS AND RECORDS

1. BACKGROUND

- 1.1 The Freedom of Information Act 2000 (“the Act”) provides the citizen, who could be anyone anywhere including companies, with the right to request information from the council. The only requirement is that the council must **HOLD** the information/record, which is the subject of the request. 'Hold' does not mean that the council either initiated the information or that the information relates to the council's functions or operations. The information could be information that another organisation has initiated or produced, and forwarded to the council for "information purposes".
- 1.2 There are statutory requirements for certain information or records (termed “information”) to be kept for certain periods of time, e.g. council minutes, but usually the retention of such information is at the discretion of the council.
- 1.3 The destruction of information has to be undertaken and also the ability to show conformity with the policy in the event of a challenge by someone requesting information.
- 1.4 With the greater use of E-Government and experiences of the implementation of the Act, this policy is likely to be revised but should in any event be reviewed by the Council’s Proper Officer to ensure that it is robust for the purposes of the Act.

2. RETENTION

- 2.1 Each record of information will entail identifying when the retention period of each record is due to expire and taking immediate action to ensure its destruction in a proper and secure manner
- 2.2 If the retention of the information is justifiable, the Proper Officer will consider whether the retained information falls within a category included in the Publication Scheme or whether the Information is capable of being included as a further category and the Publication Scheme amended as appropriate.

3. DESTRUCTION

- 3.1 Upon the information reaching the expiry date for retention, the Proper Officer shall ensure that **ALL** copies of that information are permanently destroyed. Where the information is held in more than one media the information must be removed from all the council's record systems ie paper copies should be shredded and electronic copies must be completely deleted from any memory source or other media.

4. STORAGE OF INFORMATION

- 4.1 The storeroom in the Parish Council Office will be the main location for stored records which should need to be retained past the operational requirement date.
 - 4.2 The records stored in the storeroom will comprise the **single** copy of the retained record.
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- 4.3 The records should be disposed of in a manner which prevents republishing or further dissemination.
- 4.4 If records have to be retained indefinitely, the Council's Proper Officer shall consider the most effective way of storage, which will not unduly diminish the space for temporary retention of records. The Proper Officer may consider all forms of media for storage to accommodate the needs of the council provided reproduction from that media is legally acceptable in any court or tribunal.

DOCUMENT RETENTION POLICY

<u>DOCUMENT / (OWNERSHIP)</u>	<u>MINIMUM RETENTION PERIOD</u>	<u>MEANS OF DESTRUCTION</u>
Cemeteries (SH)		
Cemetery Registers	Indefinite	A
General Correspondence	6 Years	S & EE
Papers relating to plot purchase	Indefinite	A
Finance & Payroll (EG)		
Accounts/Financial Return	Indefinite	A
Bank Statements	Last Completed Audit Year	S
Bank Paying In Books	Last Completed Audit Year	S
Budgetary Control Papers	2 Years + current	S & EE
Cheque Books Stubs	Last Completed Audit Year	S
Internal & External Audit Reports	6 Years + current	S & EE
Paid Invoices	6 Years + current	S & EE
Payroll Records	12 Years	S & EE
Quotations & Tenders	12 Years/Indefinite	S & EE
Receipt Books	6 Years	S
Scale of fees & Charges	5 Years	S & EE
VAT Records	6 Years	S & EE
Health & Safety (EG)		
Accident Books (injuries to Adults)	3 Years from closure	S
Accident Books (injuries to Children)	25 Years from closure	S
Equipment Inspection Records	25 Years	S
Premises Inspection Records	25 Years	S
Risk Assessments	3 Years from last assessment	S & EE
Insurance Policy (EG)		
Certificate	40 Years	S
Insurance Claim Records	7 Years after all obligations are concluded (allowing for claimant to reach age of 25)	S & EE
Policy renewal records & correspondence	5 Years after policy has been renewed	S & EE
Members (EG)		
Register of Members Interests	18 mths after individual ceases to be a Member	S & EE
Minutes & Correspondence (SH)		
Agendas	Indefinite	A
Correspondence & papers on important local issues or activities	Indefinite	A
Routine correspondence, papers & e-mails	Retain as long as useful	S & EE
Signed Minutes of Council Meetings	Indefinite	A

Miscellaneous

Complaints (SH)	5 Years after closure of case	S & EE
Deeds/Leases (SH)	Indefinite	A
Press Releases (KE)	6 Years	S & EE
Public consultation: surveys & returns (KE)	5 Years	S & EE
Register of Officers Interests (KE)	Indefinite	A
Reports, newsletters etc from other bodies (KE)	Retain as long as useful	S & EE
Personnel (EG)		
Application forms (interviewed - unsuccessful)	6 Months	S
Disciplinary records	Retain for period of employment	S & EE
Personal files (not payroll information)	6 years after ceasing employment	S & EE
Planning (SH)		
Applications - All consultative documents including plans	Not retained	S
Applications upon which Council has commented - All consultative documents including plans	12 Months	S & EE

A = Archive

S = Shredding

EE = Electronically Erased
