

Burton Dassett Parish Council

Retention of Documents Policy

Update Schedule

Action	Date
Adopted by Burton Dassett Parish Council	20 November 2023
	8 May 2024
	19 May 2025
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Next Review Due May 2027	

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1) Introduction

Burton Dassett Parish Council (“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. Legal Topic Note 40 – Local Councils’ Documents and Records sets out the legal requirements and this policy.

This policy is available on the Parish Council website: www.burtondassettparishcouncil.com

2) Scope

This policy applies to all records created, received or maintained by the Parish Council 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.

3) 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. Any records that are held on the Parish Council’s computer will be backed up regularly by the Clerk.

4) Retention Format

Documents will be retained by the Parish Council in the most appropriate format. These formats will include paper, electronic and scanned documents. Where documents are retained in electronic format the original documents will not necessarily be retained unless the Parish Council is required to do so in law.

Where possible documents will be lodged with the Warwick Records for safe keeping and a receipt obtained. When this option is used the parish Council retains ownership of the deposited documents

5) 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.

The Clerk will 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.

6) Retention of Documents

a) General

Document	Minimum Retention	Reason
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Assets register	Indefinite	Audit
Bank statements	7 years	Audit
Cert of Employers Liability	40 years	Audit/legal
Cert of public liability	40 years	Audit/legal
Cheque book stubs	Last completed audit	Management
Complaints	1 year	Management
Declarations of acceptance	Term of Office + 1 year	Management
Insurance policies	7 years	Audit
Members register of interests' book	Term of Office + 1 year	Management
Minute Books	Indefinite	Archive
Paid invoices	7 years	Audit
Paying in books	Last completed audit	Management
Quotations & Tenders	7 years	Audit
Routine correspondence & e-mails	24 months	Management
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
VAT records	7 years	Audit
Receipt & Payment Accounts	Indefinite	Archive
Title Deeds, Leases, Agreements & Contracts	Indefinite	Audit / Management

7. Planning Applications

All planning applications and relevant decision notices are available at Stratford District Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Signed copies of the comments made in respect of planning applications and copies of all correspondence received will be retained by the Parish Council in accordance with Section 6 - Routine Correspondence and Emails - above or until the development has been completed whichever is the longer.

8. Disposal procedure

All documents that are no longer required to meet this policy and documents where scanned or electronic copies are held will be shredded and disposed of securely.