

# Shirland and Higham Parish Council

## Retention Policy 2024/2025

Shirland and Higham 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. 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 Shirland and Higham Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Shirland and Higham 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.

### Responsibilities

Shirland and Higham Parish Council has a corporate responsibility to maintain its records and record management systems. The person with overall responsibility is the Clerk. The Clerk will give guidance for good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and timely.

## Retention of Documents Schedule

### Retention Schedule

The retention schedule refers to records regardless of the media in which they are stored.

<b>Document Category</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
<b>Minutes</b>		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
<b>Employment</b>		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
<b>Finance</b>		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	6 years	VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	Last completed audit year	VAT
Paid cheques	Last completed audit year	Limitation Act 1980
Payroll records	3 years	HMRC
Quotations and tenders	6 years	Audit
<b>Insurance</b>		
Insurance policies	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
<b>Health and Safety</b>		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
<b>General Management</b>		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
<b>Allotments</b>		
Register	Indefinite	Management
<b>Burial Ground</b>		
Register of burials	Indefinite	Archives
Register/plan of grave spaces	Indefinite	Archives
Applications for memorials	Indefinite	Archives
Applications for interment	Indefinite	Archives
Disposal certificates	Indefinite	Archives

