

Wareside Parish Council Retention Policy

This policy provides information about Wareside Parish Council's process of retaining and disposing of records and documents that it keeps physically or electronically.

This policy applies to all records and documents created, received or maintained by the Parish Council in the course of carrying out its functions. Records and documents are defined as physical or electronic pieces of information that are created, received or maintained by the Parish Council in the course of its duties that provide evidence of its decisions, activities and transactions.

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the records which it retains in the course of its business and the process for deleting or destroying records when they are no longer needed. The Clerk is expected to 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.

The table below indicates the record type, minimum retention period and reasons for retention. The Parish Council is aware that some of its records have historical value and it seeks to keep these documents indefinitely or, where this might not be possible or advisable, to offer these documents to the Hertfordshire Archive Service.

Disposal procedures for records and documents:

To ensure there are no breaches of Data Protection regulation any documents identified for disposal, in accordance with this policy, will be destroyed by shredding.

Document	Minimum retention period	Reason
Meeting Records		
Signed minutes	Indefinite	Legal obligation, Archive
Draft minutes	Until minutes signed	Management
Agendas	6 years	Management
Reports and other documents circulated with minutes	Indefinite	Archive
Finance Records		
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank Statements	6 years	Audit
Paid Invoices	6 years	VAT and audit
Assets Register	Indefinite	Management and archive
Budgets	Indefinite	Management, archive and audit
Investments	Indefinite	Audit, management
Quotations and tenders (successful)	6 years	Management
Insurance Records		
Insurance Policies	6 years from end of policy	Management
Insurance Certificates - Employers Liability Public Liability	40 years	Legal requirement and management

Health and Safety Inspection Records	Indefinite	Management
Risk Assessments	Indefinite	Management
Parish Council Policy and Procedure documents	To be kept as long as approved	Management
Emails and Post		
Routine internal correspondence and emails	6 years	Management
Routine external correspondence and emails	2 years from completion of matter unless they may be required for potential dispute	Management and legal requirement
General information/spam	6 years	Management
Subject Access Requests	Indefinite	Management
Complaints	6 years	Management
Employee Records		
Tax and NI Records	12 years	Management
Salary Records	12 years	Management
Application Forms	6 years from end of employment	Management
Contracts of employments	6 years from end of employment	Management
Routine employee documentation	6 years from end of employment	Management
Recruitment Records		

Application forms	6 years from end of employment for successful applicants. 6 months for everything else	Management
CV's	6 years from end of employment for successful applicants. 6 months for everything else	Management
Interview notes	6 years from end of employment for successful applicants. 6 months for everything else	Management
Any other personnel Files	Duration of employment	Management
Councillor Records		
Members Declarations of Acceptance forms	Term of office + 4 years	Legislative requirement
Members Declarations or Interest forms	Term of office + 4 years	Legislative requirement
Other Records		
Community magazines and newsletters	Indefinitely	Historical interest
Title Deeds, Leases, Agreements, Contracts	Title deeds and leases for as long as asset held. Agreements and contracts for 6 years from end date	Management and archive

Planning Applications

All planning applications and relevant decision notices are available from East Hertfordshire District Council. There is no requirement for the Parish Council to keep these. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and by East Herts District Council. Correspondence received in connection with applications will be retained as stated in the above schedule.

Retention of Documents for Legal Purposes

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim. The reference to 'category' in the table refers to claims brought in respect of that category

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

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