



The Clerk to Hilton Parish Council
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HILTON PARISH COUNCIL **RETENTION OF DOCUMENTS POLICY**

Hilton 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.

This document provides the policy framework through which this effective management can be achieved and audited. It covers: The Scope, Responsibilities, Retention Schedule and Scope of the policy

This policy applies to all records created, received or maintained by Hilton 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.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities:

Hilton Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment.

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 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. This retention schedule refers to record series regardless of the media in which they are stored.

Retention of Documents:

DOCUMENT	MINIMUM RETENTION	REASON
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank Statements	6 years	Audit
Scales of Fees and Charges	6 years	Audit

Receipt and Payment Accounts	Indefinite	Archive
Cheque Book Stubs	6 years	Audit
Bank Paying in Books	6 years	Audit
Quotations and Tenders	12 years/indefinite	Statute of Limitations
Paid Invoices	6 years	Audit
Paid Cheques	6 years	Audit
Vat Records	6 Years	VAT
Play Inspection Records	21 years	Possible Claim
Salary Records	12 years	Statute of Limitations
Tax & NI Records	12 years	Statute of Limitations
Insurance Policies	While valid	Management
Investments	Indefinite	Audit Management
Title Deeds, Leases, Agreements and Contracts	Indefinite	Audit Management
Members Allowance	6 years	Tax Statute of Limitations
Recreation Grounds: <ul style="list-style-type: none"> • Booking Forms of Hire • Lettings Diary • Copies of Bills to Hirers 	6 Years	Audit and Vat
Declarations of Acceptance of Office	Term of Office + 1 year	Management
Register of Members Interests	Term of Office + 1 year	Management
Complaints	1 year	Management
General Information	3 months	Management
Routine Correspondence and Emails	3 months or as soon as they are dealt with and closed	Management

Planning Applications:

All planning applications and relevant decision notices are available on the South Derbyshire District Council website as they are the Planning Authority. 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.

Disposal procedures:

All documents that are no longer required for administrative reasons should be dealt with as follows:

- Paper work - will either be shredded on site and disposed of.
- Paper work (large amounts) - a reputable company will be employed to take the information away for confidential destruction.
- Electronically – information held on computer will be deleted in an appropriate manner when it is no longer required as per the above.

Review Date: May 2019

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