



Heworth Without Parish Council
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Retention and Disposal of Documents Policy

The Retention and Disposal of Documents Policy of Heworth Without Parish Council was reviewed and adopted at the Council meeting on 25 June 2018

Heworth Without 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 Heworth Without Parish Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

Scope
Responsibilities
Retention Schedule
Scope of the policy

Scope

This policy applies to all records created, received or maintained by the Heworth Without Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Heworth Without 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 Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment and this policy

The Clerk to Heworth Without Parish Council is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

Retention Schedule

Under the Freedom of Information Act 2000, the 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.

Document Minimum Retention and Reason :

Minute Books Indefinite Archive
 Annual Accounts Indefinite Archive
 Annual Return Indefinite Archive
 Bank statements 7 years Audit/management
 Cheque book stubs Last completed audit Management
 Paying in books Last completed audit Management
 Quotations 7 years Audit
 Paid invoices 7 years Audit/VAT
 VAT records 7 years Audit/VAT
 Salary records 7 years Audit
 Tax & NI records 7 years Audit
 Insurance policies Whilst valid Audit
 Cert of Employers Liability 40 years Audit/legal
 Cert of public liability 40 years Audit/legal
 Assets register Indefinite Audit
 Deeds, leases Indefinite Audit

Other	
Declarations of acceptance	Term of Office
Complaints	1 year
Hard copy routine correspondence	File management – retain until matter dealt with: Where Heworth Without Parish Council considers that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.
Electronic routine correspondence	File management – retain until matter dealt with: Where Heworth Without Parish Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.
Requests under the Freedom of Information Act 2000	File management – retain until matter dealt with: Where Heworth Without Parish Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.
Planning Applications	Recommendations in connection with relevant planning applications are recorded in the minutes which are retained indefinitely. Correspondence (both hard copy and electronic) received in connection with planning applications will be retained in

	<p>accordance with the routine documents/correspondence policy noted above.</p> <p>Where an application is refused by the local planning authority, the application will be retained until the period within which an appeal can be made has expired.</p>
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Disposal procedures: all documents that are no longer required for administrative reasons will be finely shredded and deleted entirely from the Council's computer system(s).

Date: 25.06.2018