



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 and Loose leafed minutes Indefinite Archive  
Annual Accounts Indefinite Archive  
Annual Return Indefinite Archive  
Bank statements 6 years Audit/management  
Cheque book stubs Last completed audit Management  
Paying in books Last completed audit Management  
Quotations 6 years Audit  
Paid invoices 6 years Audit/VAT

VAT records 10 years Audit/VAT  
 Salary records 6 years Audit  
 Tax & NI records 6 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

**Please refer to Records Management Policy for a more detailed list within Appendix A**

<b>Other</b>	
Declarations of acceptance	Term of Office
Complaints	1 year
Hard copy routine correspondence	File management – retain until matter dealt with; maximum period 6 months. Where HWPC believes 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; maximum period 6 months. Where HWPC 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 plus 6 months. Where HWPC 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 accordance with the routine documents/correspondence policy noted above. 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.

**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).

Adopted Date: ...25th June 2018.....

Reviewed Date: ...December 2023.....

Review Date: ...December 2025.....