



NEWICK PARISH COUNCIL

POLICY FOR RETENTION OF PARISH RECORDS

1. Data Protection

The Parish Council is registered with the Information Commissioner's Office in accordance with the Data Protection Act 1998 and this registration is renewed annually.

2. Freedom of Information

The Parish Council has published a Freedom of Information Scheme which has been submitted to the Information Commissioner's Office in accordance with the Freedom of Information Act 2000.

3. Retention of Records

Documents are to be retained as detailed below (based on recommendations contained in NALC Legal Topic Note 40 January 2013)

Document	Retention Period	Storage location
Minutes – signed copies	Indefinite	County Archives
Minutes - electronic	4 years	Parish website
Receipt and Payment Accounts (Annual Return)	Indefinite	County Archives
Receipt Books	6 years	Local Storage
Bank statements	Last completed audit year	Local Storage
Bank paying-in books	Last completed audit year	Local Storage
Cheque book stubs	Last completed audit year	Local Storage
Quotations and tenders	6 years	Local Storage
Paid invoices	6 years	Local Storage
Paid cheques	6 years	Local Storage
VAT records	6 years	Local Storage
Timesheets	Last completed audit year	Local Storage
Wages records	12 years	Local Storage
Insurance policies	While valid Permanent record of insurance company names and policy numbers	Local Storage Local Storage
Certificates for insurance against liability for employees	40 years (Employers' Liability (Compulsory Insurance) Regs. 1998)	Local Storage (Secure)
Employee records	For duration of employment and up to 6 months after employment has ended	Local Storage (Secure/confidential)
Title deeds, leases, agreements, contracts	Indefinite	Local Storage (Secure)

Members' Allowances Register	N/A	
Planning Applications & decision notices	3 years where permission granted or until period for appeal has expired where permission refused.	Local Storage Records also available on District Council website
General Correspondence	Current correspondence only to be retained?	Local Storage
Publications/newsletters	Indefinite	County Archives

Subject to the above timescales being observed, papers and records may be destroyed if they are no longer in use or relevant. In the case of any doubt, documents should be retained until proper advice has been received.

4. Arrangements for disposal of documents

Disposal of documents after the expiry of the above timescales should be carried out with care. Any record which is not in the public domain or which contains personal information must be destroyed under secure conditions.

5. Electronic Records

Electronic records such as emails and electronic copies of files should be retained in accordance with the schedule in 3 above. Electronic records should be backed up each month on to a storage device such as an external hard drive or memory stick and kept in a fireproof cabinet.

6. Access to Records

Access to all Parish Council records should be under the control of the Clerk at all times.

7. Review of records

Reviews of the records held and of the effectiveness of the retention policy should be carried out annually.

Approved 27th January 2015

Signed:
Chairman, Newick Parish Council