



FOUR MARKS PARISH COUNCIL DATA RETENTION POLICY

The 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 policy applies to all records created, received or maintained by the 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 and/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

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with the overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and the Clerk is required to manage the Council's records in such a way as to promote compliance

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 ensuring full compliance with the General Data Protection Regulations 2018.

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 PERIODS FOR COUNCIL DOCUMENTS | | | |
|--|--|--------------------------------|-----------------------------------|
| Records | Minimum Retention Period | Action | Reason |
| Administrative | | | |
| Minute Books | Indefinite | Preserve | Archive |
| Draft Minutes | Until approved | Destroy | Operational |
| Agendas | Until there is no longer an administrative requirement. Can be archived with Minutes. | Destroy | Operational |
| Meeting reports and documents circulated with Agenda | Until there is no longer an administrative requirement. Destroy reports if included in Minutes | Review | Common practice |
| Councillors' declarations of office | Indefinite, held in hard back book, historical relevance. | Preserve <i>Destroy</i> | Archive <i>Operational</i> |

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| | <i>Change procedure when book completed – at every 4 year election period</i> | | |
| Councillor Applications | 1 year after vacating term of office | Destroy | Operational |
| Councillor Code of Conduct complaints | 1 year after vacating term of office | Destroy | Operational |
| Councillors' Declarations of Pecuniary Interests (DPI's) | 1 year after vacating term of office | Destroy | Operational |
| Register of Electors | Until there is no longer an administrative requirement | Destroy | Copies in existence at District Council |
| Policy Documents | Until there is no longer an administrative requirement | Destroy old versions | Operational |
| Title Deeds more than 100 years old | Indefinite Transfer to Local Archive | Preserve | Audit/Management common practice |
| Title Deeds less than 100 years old | Indefinite Transfer to Local Archive | Preserve | Audit/Management common practice |
| Maps, plans and surveys of property owned by the council | Indefinite Transfer to Local Archive once they become inactive | Preserve | Common practice |
| General correspondence | 7 years after correspondence ends | Destroy | Operational |
| Complaints | 7 years after resolution of complaint | Destroy | Operational |
| FOI's/SAR's | 7 years after resolution of request | Destroy | Operational |
| Village plans/projects and supporting papers | Until there is no longer an administrative requirement | Review | Operational |
| Planning applications and related papers for major controversial developments | Until there is no longer an administrative requirement | Review with the view to destroy | Operational |
| Planning applications for minor works | Until there is no longer an administrative requirement | Review with the view to destroy | Operational |
| Leases, agreements, contracts and wayleaves | Indefinite | Preserve | Audit/Management |
| Routine internal correspondence and papers | Until there is no longer an administrative requirement | Review with the view to destroy | Operational |
| Scale of fees and charges | Until superseded by new charges | Destroy | Operational |
| Employers' liability insurance policies | 40 years after expiry date | Destroy | Employers' Liability Act 1969 Employers Liability Regulations 1998 |
| Risk assessments | Once superseded by a new risk assessment or once inactive | Destroy | Operational |
| Personnel | | | |
| Employee records | 7 years after termination of service | Destroy | Audit/Management |
| Recruitment data: Successful | Add to personnel file | Destroy | Equalities Act |
| Unsuccessful | | | |

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| | 6 months after recruitment finalised plus current year | | |
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| Financial | | | |
| Annual Audited Accounts | Indefinite | Archive | Audit/management |
| Annual Returns | Indefinite | Archive | Audit/management |
| Bank statements, including deposit/savings accounts | 7 years | Destroy | Audit/management |
| Cheque book stubs | Last completed audit | Destroy | Audit/management |
| Paying in books | Last completed audit | Destroy | Audit/management |
| Paid invoices | 7 years | Destroy | Audit/management |
| VAT Claims/Records | 7 years | Destroy | Audit/legal |
| Receipt/cash books of any kind (not burial) | 7 years | Destroy | Audit/legal |
| Rate books/slips | Indefinite Transfer to archive once they become inactive | Preserve | Common practice |
| Salary records, payslips and timesheets | 14 years | Destroy | Audit/legal |
| Tax & NI records | 7 years | Destroy | Audit/legal |
| Insurance policies | Whilst valid | Destroy | Operational |
| Certificate of Employers Liability | 40 years from date on which insurance commenced or was renewed | Preserve | Legal/management |
| Certificate of Public Liability | 40 years from date on which insurance commenced or was renewed | Preserve | Legal/management |
| Assets register | Indefinite | Preserve | Management |
| Quotations, tenders & contracts (successful) | 7 years from completion | Destroy | Legal/operational |
| Quotations, tenders & contracts (unsuccessful) | 2 years | Destroy | Operational |
| Investments | Indefinite | Preserve | Audit/management |
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| Halls, Centre, Recreation Grounds | | | |
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| Document | Retention Period | Action | Reasons |
| Applications to hire | 7 years | Review with a view to destroy | VAT/management |
| Letting diaries | 7 years | Review with a view to destroy | VAT/management |
| Copies of invoices | 7 years | Review with a view to destroy | VAT/management |
| Records of tickets issued | 7 years | Review with a view to destroy | VAT/management |

| Allotments | | | |
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| Document | Minimum Retention Period | Action | Reason |
| Register and plans | Indefinite | Preserve | Audit Management |
| Rental agreements | Whilst hiring plot | Destroy | Operational |

| Burial Grounds | | | |
|---|---------------------------------|---------------|------------------------------|
| Document | Minimum Retention Period | Action | Reason |
| Register of fees collected | Indefinite | Preserve | Archive, LACO 1977 (SI204) * |
| Register of burials | Indefinite | Preserve | Archive, LACO 1977 (SI204) * |
| Register of purchased graves | Indefinite | Preserve | Archive, LACO 1977 (SI204) * |
| Register/plan of grave plots/spaces | Indefinite | Preserve | Archive, LACO 1977 (SI204) * |
| Register of memorials | Indefinite | Preserve | Archive, LACO 1977 (SI204) * |
| Applications for interment | Indefinite | Preserve | Archive, LACO 1977 (SI204) * |
| Applications for right to erect memorials | Indefinite | Preserve | Archive, LACO 1977 (SI204) * |
| Disposal certificates | Indefinite | Preserve | Archive, LACO 1977 (SI204) * |
| Copy certificates of grant of exclusive right of burial | Indefinite | Preserve | Archive, LACO 1977 (SI204) * |

*LACO (Local Authorities Cemeteries Order 1977)

| Miscellaneous | | | |
|---|--|---------------|-----------------|
| Document | Minimum Retention Period | Action | Reason |
| Maps created under the provision of the Rights of Way Act 1932 | Transfer to HCC archive once they become inactive | Preserve | Best Practice |
| Papers concerning Rights of Way | Until there is no longer an administrative requirement | Destroy | Operational |
| Community magazines or newsletters (not created by the Parish Council) | Until there is no longer an administrative requirement | Review | Operational |
| Charity papers | Until there is no longer an administrative requirement | Review | Operational |
| Press cuttings/photographs | Indefinite | Preserve | Historical |
| Any historical documents pre-dating the establishment of the Parish Council | Transfer to Archive | Preserve | Common practice |
| Records of other bodies such as charities, burial | Transfer to Archive (as applicable) | Preserve | Common practice |

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| boards, fire brigades , local societies and ad- hoc committees (not Parish Council related) | | | |
| Reports, guides, handbooks etc. received from other organisations | Until there is no longer an administrative requirement | Review | Operational |

Planning Applications

All planning applications and relevant decision notices are available at East Hampshire District Council. 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 shall be shredded and disposed of.