



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. <i>Change procedure when book completed – at every 4 year election period</i>	Preserve	Archive
		Destroy	Operational

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	6 months after recruitment finalised plus current year		
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

Halls, Centre, Recreation Grounds			
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			
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 boards, fire brigades, local societies and ad-hoc committees (not Parish Council related)	Transfer to Archive (as applicable)	Preserve	Common practice

Reports, guides, handbooks etc. received from other organisations	Until there is no longer an administrative requirement	Review	Operational
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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.