

## **Records Retention Policy**

Wootton 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

### Scope

This policy applies to all records created, received or maintained by Wootton Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Wootton 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 Wootton Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

### Responsibilities

Wootton Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Wootton Parish Council's records management guidelines.

## Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum Retention Period	Reason
<b>Minutes</b>		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
<b>Employment</b>		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	12 years	Superannuation
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
<b>Finance</b>		
Scales of fees and charges	7 years	Management
Receipt and payment accounts	7 years	VAT
Bank statements	7 years	Audit
Cheque book stubs	7 years	Limitation Act 1980
Paid invoices	7 years	VAT
Paid cheques	7 years	Limitation Act 1980
Payroll records	12 years	HMRC / Superannuation
Petty cash accounts	7 years	Audit
<b>Insurance</b>		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
<b>Health and Safety</b>		
Accident books / personal injury	3 years from date of last entry or if accident involves a child then until they turn 21	Statutory RIDDOR 1995 and Limitation Act
First Aid training	6 years after employment	H&S (First Aid) Reg 1981
Fire Warden Training	6 years after employment	Fire Precautions Reg 1997
Equipment Inspection records	25 years	Management
Premises inspection records	25 years	Management
Risk assessment	3 years from last assessment	Management
<b>General Management</b>		
Councillors contact details	Duration of membership	Management
Email messages	At end of useful life	Management

CCTV records	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management
Subject Access Request	1 year following completion of the request	Data Protection Act 2018
Local Development Plans	Retained as long as in force	Management
Local Plans	Retained as long as in force	management
Parish/ Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes
Correspondence not otherwise covered in this schedule	At end of useful life	Audit/Management/Other

### **Documents from legal matters, negligence and other torts**

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.

To recover Land	12 years	Limitation Act 1980
Rent	6 years	Limitation Act 1980
Breach of Trust	none	Limitation Act 1980
Negligence	6 years	Limitation Act 1980
Defamation	1 year	Limitation Act 1980
Sums recoverable by statute	6 years	Limitation Act 1980
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980