



# Kings Worthy Parish Council

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## Data & Document Retention Policy

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## Introduction

The aims of the Retention Policy are to:

- Enable the identification of records that may be worth preserving permanently at the Hampshire Records Office, or as part of Kings Worthy Parish Council's archives.
- Ensure that records are not destroyed prematurely.
- Ensure documents are retained for a specified period to satisfy financial and/or legal requirements.
- Provide a timetable for the destruction of records that do no longer require retention.

This Retention Policy is intended to cover records and information from creation through to destruction and/or permanent retention. This Retention Policy covers all record formats, including paper, photographic and electronic. Records identified for permanent preservation can be retained in any format if evidential requirements and future retrieval is ensured.

Records identified for destruction under the Schedule may be destroyed in accordance with the provisions of the Schedule. Backup copies stored on alternative media (server/electronic storage media/paper) will also be destroyed. This is to ensure compliance with both Data Protection and Freedom of Information legislation.

Some records for permanent preservation will be passed to Hampshire Records Office, which will act as Kings Worthy Parish Council's archivist.

## Reviewing the Schedule

This Retention Policy will be reviewed on an annual basis to ensure it complies with current Data Protection and Freedom of Information Legislation.

## Record Types

The main record types that specifically relate to each purpose have been listed and retention recommendations are given for each. However, the list of record types provides major examples only and is not comprehensive. The Parish Clerk shall advise on any matters of interpretation.

## Minimum Retention Period

This column shows the minimum period for which the record should be retained before it is reviewed or destroyed.

## Disposal Action

Disposal constitutes one of three actions:

- a) Destruction (D) – records will be destroyed after the specified number of years.

- b) Review (R) – records marked for review are records that may not have a legal requirement to be retained, but where the decision to retain/destroy is not clear and therefore requires an assessment of whether they are of administrative or historic value. This decision should be taken by the Parish Clerk, in conjunction with the Parish Council Chairman.

The content of the Parish Council's internal filing systems should be reviewed on an annual basis to ensure that any records are dealt with as per the retention policy, to remove or delete correspondence, circulars and other papers which are no longer of value and/or use. The destruction of closed files should take place in accordance with the guidelines.

The guideline for retaining general correspondence is three years; however, it may be necessary to review this correspondence for possible further retention where it is deemed necessary to instigate/conclude an action.

- c) Permanent (P), these records are permanently retained for either statutory reasons, or if they are deemed of administrative or historical significance.

### Reason/Notes

Where the retention period is set, or guided by legislation, this is noted in the final column. Those records of historical interest are flagged as "archive" and are placed into permanent storage.

Document	Minimum Retention Period	Reason	Covered by GDPR
<b>Administration / Financial Records</b>			
Minutes (Full Council & Committees)	Indefinite	Archive	Yes
Scales of fees and charges	5 years	Management	No
Receipt and payment accounts	Indefinite	Archive	Yes
Receipt books of all kinds	6 years	VAT	Yes
Bank statements (Inc. deposit/savings)	Last completed audit year	Audit	Yes
Bank paying-in books			Yes
Cheque book stubs			Yes
Quotations and Tenders	6 years	Limitation Act 1980 (as amended)	Yes
Paid invoices	6 years	VAT	Yes
Paid cheques	6 years	Limitation Act 1980 (as amended)	Yes
VAT records	6 years (20 years for VAT on rents)	VAT	Yes
Telephone books	6 years	Limitation Act 1980 (as amended)	Yes
Timesheets	Last completed audit year	Audit	Yes
Wages books	12 years	Superannuation	Yes
Insurance policies	Until expiration	Management	No
Certificates for insurance against liability for employees	40 years from date of commencement or renewal	Employers' Liability (Compulsory Insurance) Regulations 1998, Management (although 2008 Regulations remove the 40 year requirement)	No
Investments	Indefinite	Audit, Management	No
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Yes

Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Yes
Park equipment inspection reports	21 years		Yes
<b>Facilities Hire Records</b>			
Applications for hire	6 years	VAT	Yes
Letting diaries			Yes
Copies of bills to hirers			Yes
<b>Allotment Records</b>			
Register and plans	Indefinite	Audit, Management	Yes
<b>Burial Ground Records</b>			
Register of fees collected	Indefinite	Archive, Cemeteries Orders, Cremations Regulations	No
Register of interments			Yes
Register of purchased graves			Yes
Register/plan of grave spaces			No
Register of memorials			No
Applications for interment			Yes
Applications for right to erect memorials			Yes
Disposal certificates			Yes
Copy of certificates of grant of exclusive right of burial			Yes