

EFFINGHAM PARISH COUNCIL

STATEMENTS OF GUIDANCE AND POLICY

8. Retention and Disposal of Records and Documents Policy

Effingham Parish Council has adopted a Retention and Disposals Policy to provide information about its process of retaining and disposing of records and documents that it keeps physically or electronically.

This policy applies to all records and documents created, received or maintained by the Parish Council in the course of carrying out its functions. Records and documents are defined as physical or electronic pieces of information that are created, received or maintained by the Parish Council in the course of its duties that provide evidence of its decisions, activities and transactions.

Under the General Data Protection Regulation 2016/679 and Freedom of Information Act the Parish Council is required to maintain a retention schedule listing the records which it retains in the course of its business and the process for deleting or destroying records when they are no longer needed.

The table below indicates the record type, minimum retention period and reasons for retention. The Parish Council is aware that some of its records have historical value and it seeks to keep these documents indefinitely or, where this might not be possible or advisable, to offer these documents to the County Records Office or other appropriate body.

Document	Minimum Period of Retention	Reason
Minutes	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank Statements, cheque book and paying in stubs	7 years	Audit/Management
Formal Tenders	1 year	Audit/Management
Contracts, and other agreements of a financial nature	7 years	Audit/Management
Paid Invoices	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Certificates of public liability, employer's liability	Whilst valid	Audit/Legal
Insurance policies	Whilst valid	Audit
Title deeds, leases and related records	Indefinite	Audit/Legal
Assets Register	Indefinite	Audit/Legal

Other documents not mentioned above may be treated as follows:

Document	Minimum Period of Retention	Reason
Planning Documents (Local Plan, Neighbourhood Plan)	These will be kept for as long as they are in force.	Management
Planning applications and related papers	Planning applications and relevant decision notices are available at Guildford Borough Council and there is no requirement to hold these locally. All Parish Council decisions in relation to applications are recorded in the Minutes	Management
Planning applications and related papers (substantive or complex applications)	Hard copies of significant (*) Planning Applications will be held for 2 years or longer (as instructed by the Parish Council) in cases where future referral is considered desirable, and where detail may not be available from GBC. ({*} significant will be defined by the Parish Council)	Management
Members Register of Interests	Term of Office. This information is also held by Guildford Borough Council.	Management/Legal
Declaration of Acceptance	Term of Office	Management/Legal
Complaints	1 year	Management
Important correspondence relating to decisions, transactions and activities	1 year	Management
Routine correspondence and emails	3 months	Management

General Information (including invitations, lobbying, promotional material)	No minimum	Management
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Disposal procedures for records and documents.

1. The Clerk may wish to get the formal approval of the Parish Council before records of a sensitive or confidential nature are deleted or destroyed.
2. All physical documents that are sensitive, confidential or refer to individuals, and are no longer required for administrative reasons, should be shredded before disposal.

Adopted by Effingham Parish Council at its meeting on 30.10.2018

Minute 336/18