**Newborough and Borough Fen Records Retention Policy**

Newborough and Borough Fen 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 Newborough and Borough Fen Parish Council while carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the 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 Newborough and Borough Fen’s records may be selected for permanent preservation as part of the Council’s archives and for historical research.

**Responsibilities**

Newborough and Borough Fen 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 councillors and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Council’s retention policy.

**Retention Schedule**

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

|  |  |  |
| --- | --- | --- |
| **Document** | **Minimum Retention Period** | **Reason** |
| **Minutes** |  | Archive |
| Minutes of council meetings | Indefinite | Archive |
| Minutes of committee meetings | Indefinite |  |
| **Employment** |  |  |
| Staff employment contracts | 6 years after ceasing employment | Management |
| Staff payroll information | 3 years | Management |
| 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 |
| **Finance** |  |  |
| Scales of fees and charges | 6 years | Management |
| Receipt and payment of accounts (incl. members allowances.) | 6 years | VAT, HMRC, Limitations Act 1980 |
| Bank statements | Last completed audit year | Audit |
| Cheque book stubs | Last completed audit year | Audit |
| Paid invoices | Last completed audit year | VAT |
| Paid cheques | Last completed audit year | Limitation Act 1980 |
| Payroll records | 3 years | HMRC |
| Petty cash accounts (if applicable) | Last completed audit year | Audit |
| **Insurance** |  |  |
| 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 |
| **Health and safety** |  |  |
| Accident books | 3 years from date of last entry | Statutory |
| Risk assessment | 3 years | Management |
| **General management** |  |  |
| Cllrs contact details, register of interests, declaration of acceptance. | Members term of office | Management, Legal |
| Lease agreements | 12 years | Limitation Act 1980 |
| Contracts | 6 years | Limitation Act 1980 |
| Quotations and tenders | 12 years | Limitation Act 1980 |
| Emails messages | At end of useful life | Management |
| Consent forms | 5 years | Management |
| GDPR security compliance forms | Duration of membership | Management |
| Correspondence and complaints | 1 year | Management |
| Planning applications | Parish Council decisions recorded in the minutes. | Management |
| **Burial Grounds** |  |  |
| All associated documents | Indefinite | Archives, The Local Authorities Cemeteries Order 1977 (s1.204) |
| **Allotments** |  |  |
| All associated documents | Indefinite | Audit, Management |

Most Legal proceedings are governed by the Limitation Acts.

Category: Limitation period

Breach of trust None

Contract 6 years

Defamation 1 year

Leases 12 years

Negligence (and other torts) 6 years

Personal injury 3 years

Rent 6 years

Sums recoverable by statute 6 years

To recover land 12 years

Date adopted 16/3/21

Date of review As required