STRETTON ON DUNSMORE PARISH COUNCIL

DOCUMENT RETENTION AND ARCHIVE POLICY

Introduction
Stretton on Dunsmore 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 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. This may be stored at the following locations:-

- Parish Councillors residence
- Parish Clerk's Residence
- Parish Office
- Village Hall
- Warwickshire County Council Records Office.

Responsibilities
The Parish Council has a 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 with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Retention of Documents for Legal Purposes
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, which depend upon the type of claim in question. The table below sets out the limitation periods for the different categories of claim:

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

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Retention of Documents

The table below shows the documents / data the parish council is likely to hold, and the retention periods relating to each type of data, with a reason provided for each of the retention periods used. The retention periods are often stipulated or governed by statute or other provisions. Further information can be found in the references identified in this policy.

DOCUMENTATION	MINIMUM RETENTION PERIOD	REASON
Signed Minutes	Indefinite	Archive
Receipt and payment accounts	Indefinite	Archive
Receipt books and all kinds	6 Years	VAT
Banks Statements including deposit/savings accounts	Last complete audit year	Audit
Bank paying in book	Last complete audit year	Audit
Cheque book stubs	Last complete audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980
Paid Invoices	6 years	VAT
Paid Cheques	6 years	Limitation Act 1980
Vat Records	6 years	VAT
Petty Cash, postage and telephone books	6 Years	VAT & Limitation Act 1980
Timesheets	Last completed audit year for 3 years	Audit (& personal injury)
Salary Notes and Wage Records	12 Years	Superannuation
Insurance Policy	While valid	Management
Certificates for insurance against liability for employees	40 years from date on which insurance commenced.	The Employers Liability Regulations 1998 Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Allotment registers and plans	Indefinite	Audit, Management
Declarations of Acceptance of Office	Indefinite	Archive
Members Register of Interests'	1 year from renewal or expiration date	Management
Complaints	1 year after final resolution	Management
Routine correspondence and e-mails	1 Year	Management

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Retention Schedule

Under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018, 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. 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 document shall we reviewed at least every three years.