



Bishop Middleham Parish Council

Document Retention & Destruction Policy

DOCUMENT CONTROL	
Version Number	V2-2024
Adopted on	14 June 2023
Reviewed	10 th July 2024
Next Review	July 2025

Introduction

Bishop Middleham 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 document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

Scope of the policy

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.

Responsibilities

The 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 Clerk will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely fashion.

The Parish Council will only keep data for as long as it is necessary to do so.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- General Privacy Notice
- Privacy Notice
- Publication Scheme

and with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

Retention Schedule

Under the Freedom of Information Act 2000, 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.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

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

Planning Applications

All planning applications and relevant decision notices are available from Durham County Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below.

List of Documents

Document	Minimum Retention Period	Reason	Location Retained	Disposal Method
Minutes and Correspondence				
Signed Minutes	Indefinite	Archive, Public Inspection	Parish Clerk location 2024 Village Hall	N/A
Agendas	5 Years	Management	Parish Clerk location 2024 Village Hall	Shred / recycled waste
General emails and correspondence	Retained for as long as document is needed and to a maximum of 3 years	Management	Parish Clerk location 2024 Village Hall	IT deletion, shred / recycled waste / confidential waste
Information from other bodies (eg CDALC, SLCC)	Retain for as long as document is useful	Management	Parish Clerk location 2024 Village Hall	IT deletion, shred / recycled waste
Local / historical information	Indefinite	Archive, public interest, benefit of the Parish	Parish Clerk location 2024 Village Hall	N/A
Press cuttings	Retain for as long as document is useful (maybe indefinite if historical interest)	Archive, public interest, historical	Parish Clerk location 2024 Village Hall	Recycled waste
Magazines and journals	Retained for as long as document is useful	The Legal Deposit Libraries Act 2003	Parish Clerk location 2024 Village Hall	Recycled waste
Insurance				
Accident / incident reports	20 years	Potential claims	Parish Clerk location 2024 Village Hall	Confidential waste
Insurance certificates	40 years	Employers Liability Act 1969 Employers Liability Regulations 1998	Parish Clerk location 2024 Village Hall	Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal Method
Insurance claims	7 years after obligations are concluded or child reaches age of 25	Limitation Act 1980 (as amended)	Parish Clerk location 2024 Village Hall	Confidential waste
Insurance policies	While valid	Management	Parish Clerk location 2024 Village Hall	Confidential waste
Risk Assessments	Until superseded by a new risk assessment or once inactive	Common practice	Parish Clerk location 2024 Village Hall	Confidential waste
Health and Safety Inspection records	6 years	Management	Parish Clerk location 2024 Village Hall	Recycled waste
Finance and Payroll				
Audited accounts	Indefinite	Audit	Parish Clerk location 2024 Village Hall	N/A
Receipt and Payment accounts	Indefinite	Audit / Archive	Parish Clerk location 2024 Village Hall	N/A
Receipts books	Current year + 6 years	VAT	Parish Clerk location 2024 Village Hall	Confidential waste
Bank statements	Current year + 6 years	Audit	Parish Clerk location 2024 Village Hall	Confidential waste
Cheque book stubs	Current year + 6 years	Audit	Parish Clerk location 2024 Village Hall	Confidential waste
Paid invoices	Current year + 6 years	Audit	Parish Clerk location 2024 Village Hall	Confidential waste
Purchase orders	Current year + 6 years	Audit	Parish Clerk location 2024 Village Hall	Confidential waste
Paid cheques	Current year + 6 years	Limitation Act 1980 (as amended)	Parish Clerk location 2024 Village Hall	Confidential waste
VAT records	Current year + 6 years	Audit	Parish Clerk location 2024 Village Hall	Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal Method
Petty cash, postage records	Current year + 6 years	Tax, VAT, Limitation Act 1980 (as amended)	Parish Clerk location 2024 Village Hall	Confidential waste
Quotations and tenders	Current year + 6 years	Limitation Act 1980 (as amended)	Parish Clerk location 2024 Village Hall	Confidential waste
Timesheets	2 years after end of audit year	Audit	Parish Clerk location 2024 Village Hall	Confidential waste
Wages / payroll	6 years from the end of employment	Audit	Parish Clerk location 2024 Village Hall	Confidential waste
Budget	Current year + 6 years	Audit	Parish Clerk location 2024 Village Hall	Confidential waste
Asset Register	Indefinite / constantly updated	Audit	Parish Clerk location 2024 Village Hall	N/A
Human Resources				
Staff files	6 years from end of employment	Audit	Parish Clerk location 2024 Village Hall	Confidential waste
Job applications (unsuccessful)	6 months from date of interview	Management	Parish Clerk location 2024 Village Hall	Confidential waste
Miscellaneous				
Strategic plans	Until superseded	Common practice	Parish Clerk location 2024 Village Hall	Recycled waste
Policies and Operational Procedures	Until superseded (policies reviewed annually)	Common practice	Parish Clerk location 2024 Village Hall	Recycled waste
Declarations of Office	Term of office	Management	Parish Clerk location 2024 Village Hall	Confidential waste
Members register of interests	Term of office	Management	Parish Clerk location 2024 Village Hall	Confidential waste
Complaints	2 years from date of resolution	Management	Parish Clerk location 2024 Village Hall	Confidential waste
Investments	Indefinite	Audit / Management	Parish Clerk location 2024 Village Hall	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal Method
Title Deeds, leases, agreements, contracts	Indefinite	Audit / Management	Parish Clerk location 2024 Village Hall	N/A
Members allowances register	Current year + 6 years	Tax, Limitation Act 1980 (as amended)	Parish Clerk location 2024 Village Hall	Confidential waste
Legal / Litigation Files	6 years	Common practice	Parish Clerk location 2024 Village Hall	Confidential waste

A list will be kept of those documents disposed of to meet GDPR requirements
All confidential waste will be disposed of securely.