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# WINKLEIGH PARISH COUNCIL DATA RETENTION POLICY

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Effective 24<sup>th</sup> May 2018



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This procedure is a document that sets out Winkleigh Parish Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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<b>Developed by:</b>	Winkleigh Parish Council		
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## THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the Winkleigh Parish Council website is the controlled copy. Any printed copies of this document are not controlled.

The 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**
- **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.

This policy has been drawn up within the context of:

- Freedom of Information
- Data Protection

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

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

## WINKLEIGH PARISH COUNCIL DATA RETENTION POLICY

Document	Minimum Retention	Reason
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Audit Returns	Indefinite	Archive
Bank Statements	7 years	Audit/ Management
Cheque Book Stubs	Last completed audit	Management
Paying in books	Last completed audit	Management
Quotations	7 years	Audit
Paid Invoices	7 years	Audit
Receipts	7 Years	Audit
VAT Records	7 years	Audit
Salary Records	7 years	Audit
Tax and NI records	7 years	Audit
Insurance Policies	Whilst valid	Audit
Certificate of Employers Liability	40 years	Audit / Legal
Certificate of Public Liability	40 years	Audit/ Legal
Council Policies	Current version indefinite Previous version 1 year	Audit/Management
Asset Register	Indefinite	Audit
Deeds and Leases	Indefinite	Audit
Cemetery Interment and Monument Records	Indefinite	Archive
Cemetery Risk Assessment	3 years from last assessment	Management
Declaration of acceptance of Office (Cllr)	Term of office + 1 year	Management
Members Register of Interests	Term of office + 1 year	Management
Complaints	One year	Management
General Information	Three months	Management
Routine Correspondence/emails	Six months after relevant issue is completed	Management
Public Consultation, survey & returns	5 years	Management
<b>Documentation for Legal purposes (unless extended)</b>		
Negligence	6 years	Limitation Act 1980 (as amended)
Defamation	1 years	Limitation Act 1980 (as amended)
Contract/Agreement	6 years	Limitation Act 1980 (as amended)
Sums recoverable	6 years	Limitation Act 1980 (as amended)
Rental Agreement	12 years	Limitation Act 1980 (as amended)
Personal injury	3 years	Limitation Act 1980 (as amended)
To recover land	12 years	Limitation Act 1980 (as amended)
Rent	6 years	Limitation Act 1980 (as amended)
Breach of Trust	None	Limitation Act 1980 (as amended)

**Planning applications** are retained by the Torridge District Council and the Devon 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 above (see Correspondence)

## Disposal Procedures

All documents that are no longer required for administrative purposes will be shredded and disposed of.

Winkleigh Parish Clerk/RFO

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Office Hours

MON, WEDS, THUR, 10.00-12.30pm and 1.30pm-4.00pm (15 hours per week)