



Hadstock Parish Council

Document Retention and Disposal Policy

Prime objectives

Hadstock Parish Council recognises that the efficient management of its records is necessary to comply with legal and regulatory obligations and to allow for its effective management. This policy has been created to detail how the records maintained by the Parish Council are kept and they should be destroyed.

Scope of the policy

This policy applies to all records in all formats that are created, received or maintained by the Parish Council. A small percentage of the parish councils' records will be selected for permanent preservation as part of the councils' archives and for historical research. Some may be held by the Hadstock Society. Legally all minutes of Hadstock Parish Council meetings are indefinitely retained.

Responsibilities

Hadstock Parish Council have a corporate responsibility to maintain its records in line with regulatory requirements. The person with overall responsibility for this maintenance is the Parish Clerk.

Retention Schedule

Under the Freedom of information Act 2000 the Parish Council is required to maintain a retention schedule which lays down the length of time certain records 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 Essex County Record Office or other appropriate bodies including the Hadstock Society.

Relationship with statute

Freedom of Information
General Data protection regulation

Document	Minimum Retention Period	Reason
Minute book	Indefinite	Archive /historic & required by law
Asset register	Indefinite	Management
Scale of fees & charges	6 years	Management
Receipt & payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT Act 1994
Bank statements including deposit/savings accounts	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque books stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT Act 1994
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT Act 1994
Wages/payroll (out sourced)	12 years	Superannuation
Employee records	Employment period + 6 years	Management
Insurance policies	While valid	Management
Members allowance	Not currently implemented	Income tax & Limitation Act 1980 (as amended)
Certificates of insurance against liability for employees	40 years from the date on which the insurance commenced or renewed	Employers Liability (compulsory insurance) Regulations 1998 (SI 2753) & Management
Investments	Indefinite Not currently implemented	Audit & Management
Title deeds leases agreements contracts	Indefinite	Audit & Management
Planning applications	Not retained by HPC. Planning applications and relevant decisions are available on the Uttlesford District Council Website. All Parish Council decisions in relation to application are recorded in the Minutes.	
Local Plans	Available on UDC website	
External magazines journals etc	1 year or as long as useful	Management
Declaration of acceptance	Members term of office	Legal & Management
Members register of interests	Members term of office	Legal & Management
Complaints	1 year	Management
Important correspondence relating to decisions, transactions and activities	1 year	Management