

FOUR MARKS PARISH COUNCIL DATA RETENTION POLICY

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 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 and/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 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

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 ensuring full compliance with the General Data Protection Regulations 2018.

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.

Retention of Documents

Document	Minimum Retention Period	Reason
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank statements	7 years	Audit/management
Cheque book stubs	Last completed audit	Management
Paying in books	Last completed audit	Management
Quotations, tenders & contracts	7 years from completion	Audit/management
VAT Records	7 years	Audit/VAT
Paid invoices	7 years	Audit/VAT
Salary records and timesheets	7 years	Audit
Tax & NI records	7 years	Audit
Insurance policies	Whilst valid	Audit/legal
Certificate of Employers Liability	Whilst valid	Audit/legal
Certificate of Public Liability	Whilst valid	Audit/legal
Assets register	Indefinite	Audit
Deeds and leases	Indefinite	Audit/Management
Investments	Indefinite	Audit/Management
Contentious incidents	Indefinite	Legal
Employee Records	7 years	Audit/Management
Councillor Records	1 year after term of office	Audit/Management

Halls, Centre, Recreation Grounds

Document	Minimum Retention Period	Reason
Applications to hire	7 years	VAT/management
Letting diaries	7 years	VAT/management
Copies of invoices	7 years	VAT/management
Records of tickets issued	7 years	VAT/management

Allotments

Document	Minimum Retention Period	Reason
Register and plans	Indefinite	Audit Management
Rental agreements	Indefinite	Audit Management

For Burial Grounds

Document	Minimum Retention Period	Reason
Register of fees collected	Indefinite	Archive, LACO 1977 (SI204) *
Register of burials	Indefinite	Archive, LACO 1977 (SI204) *
Register of purchased graves	Indefinite	Archive, LACO 1977 (SI204) *
Register of memorials	Indefinite	Archive, LACO 1977 (SI204) *
Applications for interment	Indefinite	Archive, LACO 1977 (SI204) *
Applications for right to erect memorials	Indefinite	Archive, LACO 1977 (SI204) *
Disposal certificates	Indefinite	Archive, LACO 1977 (SI204) *
Copy certificates of grant of exclusive right of burial	Indefinite	Archive, LACO 1977 (SI204) *

*LACO (Local Authorities Cemeteries Order 1977)

Planning Applications

All planning applications and relevant decision notices are available at East Hampshire District 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, and general administration, will be retained as stated below:

- Declarations of acceptance Term of Office - + 1 year
- Members register of interests' book Term of Office - + 1 year
- Complaints - 1 year
- Freedom of Information requests - 1 year
- Correspondence, letters and emails – 6 months
- General information – 3 months

Disposal procedures

All documents that are no longer required for administrative reasons shall be shredded and disposed of.