



UPPINGHAM TOWN COUNCIL

Address: Town Hall, High Street East, Uppingham,
Rutland LE15 9PY

Policy: **Records Management & Retention Policy**

Date: 4th April 2018

Version: 1.0

Approved: Adopted.

RECORDS MANAGEMENT & RETENTION POLICY

INTRODUCTION

Uppingham Town 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 Town 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
- ✓ Data and document disposal

The policy will be regularly reviewed and updated to ensure it conforms to all relevant legislation.

SCOPE OF THE POLICY

This policy applies to all records created, received or maintained by the Town Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Town 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 Town 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 to the Parish Council.

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

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy/Publication Scheme

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

RETENTION SCHEDULE

Under the Freedom of Information Act 2000, the Town 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:

| Document | Minimum Retention Period | Reason |
|--|---|---|
| Signed minutes of council meetings (Hard copy) | Indefinite | Archive |
| Scale of fees and charges | 6 years | Management |
| Receipt and payment accounts (Hard copy) | Indefinite | Archive |
| Receipt books of all kinds | 6 years | VAT |
| Bank statements including deposit/savings accounts | Last completed audit year | Audit |
| Bank paying-in books | Last completed audit year | Audit |
| Cheque book stubs | Last completed audit year | Audit |
| Quotations and tenders | 6 years | Limitation Act 1980 (as amended) |
| Paid invoices | 6 years | VAT |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) |
| VAT records | 6 years | VAT |
| Petty cash, postage and telephone books | 6 years | Tax, VAT, Limitation Act 1980 (as amended) |
| Timesheets | Last completed audit year | Audit |
| Wages books/Payroll records | 12 years | Superannuation/HMRC |
| Insurance policies | While valid | Management |
| Certificates for insurance against liability for employees | 40 years from date from when insurance commenced or was renewed | The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management |

| Document | Minimum Retention Period | Reason |
|---|--|---------------------------------------|
| Investments | Indefinite | Audit, Management |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management |
| Members allowances register | 6 years | Tax, Limitation Act 1980 (as amended) |
| For Halls, Centre, Recreation Grounds | | |
| Application to hire | 6 years | VAT |
| Lettings diaries | 6 years | VAT |
| Copies of bills to hirers | 6 years | VAT |
| Record of tickets issued | 6 years | VAT |
| Health and Safety | | |
| Accident books | 25 years from closure | Management |
| Equipment Inspection Records | 25 years | Management |
| Premises Inspection records | 25 years | Management |
| Risk assessment | 3 years from last assessment | Management |
| Members | | |
| Register of members interests | 18 months after individual ceases to be a Member | Management |
| Miscellaneous | | |
| Complaints | 5 yrs after closure of case | Management |
| Press releases | 6 years | Management |
| Public consultation - survey and returns | 5 years | Management |
| Register of Officer interests | Indefinite | Management |
| Reports, newsletters etc | Retain as long as useful | Management |
| Parish Council Newsletter | Deposit copy with British Library Own copy as long as wish | Archive Management |
| Planning | | |
| Planning applications where granted, plans and decision letters | Until development completed | Planning and enforcement |
| Appeal decision notice | Until development completed, maybe longer as may set a precedent | Planning and enforcement |
| Planning applications where refused, plans and decision letters | Until period in which appeal can be made expires | Planning and enforcement |
| Structure plans, Local Plans and similar documents | As long as in force | Planning and enforcement |
| Documentation for Legal purposes (unless extended) | | |
| Negligence | 6 yrs | Limitation Act 1980 (as amended) |
| Defamation | 1 yr | Limitation Act 1980 (as amended) |
| Contract | 6 yrs | Limitation Act 1980 (as amended) |
| Sums recoverable | 6 yrs | Limitation Act 1980 (as amended) |
| Leases | 12 yrs | Limitation Act 1980 (as |

| | | |
|-----------------|--------|----------------------------------|
| | | amended |
| Personal injury | 3 yrs | Limitation Act 1980 (as amended) |
| To recover land | 12 yrs | Limitation Act 1980 (as amended) |
| Rent | 6 yrs | Limitation Act 1980 (as amended) |
| Breach of Trust | None | Limitation Act 1980 (as amended) |

DATA & DOCUMENT DISPOSAL

Any documents that fall outside of the above timescales for retention or are deemed general waste containing Council records and business transacted should be securely disposed of rather than discarded through general waste or recycling means.

All colleagues should follow this procedure including members who can deposit items for shredding and secure disposal at the Town Hall.

Version 1.0 adopted at Full Council 4th April 2018