

STUBTON PARISH COUNCIL

RECORDS RETENTION POLICY

Stubton Parish Council recognise 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Stubton Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Stubton 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 Stubton Parish Council records may be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

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

September 2018

Retention Schedule

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

Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council Meetings	Indefinite	Archive
Finance		
Receipt and payment accounts	6 years	VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	Last completed audit year	Audit
Paid cheques	Last completed audit year	Audit
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
General Management		
Councillors' Contact details	Duration of membership	Management
Email messages	Until end of useful life	Management

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