

Keyworth Parish Council

Records Retention Policy

Keyworth 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 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 Keyworth Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Keyworth 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 Keyworth Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

Responsibilities

Keyworth 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 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 Keyworth Parish Council's records management guidelines.

Keyworth Parish CouncilRetention Schedule

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

| Document | Minimum Retention Period | Reason |
|--|----------------------------------|--------------------------------|
| Minutes | | |
| Minutes of Council meetings | Indefinite | Archive |
| Minutes of committee meetings | Indefinite | Archive |
| Employment | | |
| Staff employment contracts | 6 years after ceasing employment | Day to day management |
| Staff payroll information | 3 years | Day to day management |
| Staff references | 6 years after ceasing employment | Day to day management |
| Application forms (interviewed – unsuccessful) | 6 months | Day to day management |
| Application forms (interviewed – successful) | 6 years after ceasing employment | Day to day management |
| Disciplinary files | 6 years after ceasing employment | Day to day management |
| Staff appraisals | 6 years after ceasing employment | Day to day management |
| Finance | | |
| Scales of fees and charges | 6 years | Day to day management |
| Receipt and payment accounts | 6 years | VAT |
| Bank statements | Last completed audit year | Audit |
| Cheque book stubs | Last completed audit year | Audit |
| Paid invoices | 6 years | VAT |
| Paid cheques | 6 years | Limitation Act 1980 |
| Payroll records | 12 years | HMRC |
| Petty cash accounts | 6 years | HMRC |
| Insurance | | |
| Insurance policies | 6 years after policy end | Day to day management |
| Certificates for Insurance against liability for employees | 40 years after policy end | Employer's Liability Regs 1998 |
| Certificates for Public Liability | 6 years after policy end | Day to day management |
| Insurance claim records | 6 years after policy end | Day to day management |
| Health and Safety | | |
| Accident books | 3 years from date of last entry | Statutory |
| Risk assessment | 3 years | Day to day management |
| General Management | | |
| Councillors contact details | Duration of membership | Day to day management |
| Lease agreements | Indefinite | Audit/Day to day management |

Keyworth Parish Council

| Document | Minimum retention period | Reason |
|--|---------------------------------|-----------------------------|
| Contracts | Indefinite | Audit/Day to day management |
| Electronic, hard copy and email correspondence | At end of useful life | Day to day management |
| Consent forms | 5 years | Day to day management |
| GDPR Security Compliance form | Duration of membership | Day to day management |