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## Records Retention Policy

Timsbury Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to its effective overall management. This document provides the policy framework through which this effective management can be achieved and audited.

### Scope

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

### Responsibilities

Timsbury Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment and for the sake of public transparency. The person with overall responsibility for this policy is the Clerk who 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 must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Timsbury Parish Council's records management guidelines.

### Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored. In addition to documents below, other data records are listed in the Parish Council Data Map.

Document	Minimum Retention Period	Reason
<b>Minutes</b>		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
<b>Employment</b>		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management

<b>Finance</b>		
Receipt and payment accounts	Indefinite	Archive
Bank statements	6 years	Audit
Cheque book stubs	6 years	Audit
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
Payroll records	6 years + current year	HMRC
Petty cash accounts	6 years	VAT
<b>Insurance</b>		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
<b>Health and Safety</b>		
Accident books	3 years from date of last entry	Statutory
Risk assessments	3 years	Management
<b>General Management</b>		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management

#### Revision

<b>Version number</b>	<b>Purpose/change</b>	<b>Author</b>	<b>Date</b>
1	First Adoption	Parish Clerk	06/08/2018
2			

Next review date 2 YEARS LATER unless required earlier