

SEALAND COMMUNITY COUNCIL

Retention of Documents Policy

The Retention of Documents Policy was adopted at the Council meeting on 17th October 2016 and will be reviewed in December 2017.

The 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 Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

Scope

Responsibilities

Retention Schedule

Scope of the policy

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

Responsibilities

The 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 the implementation of this policy is the Clerk to the Sealand Community Council, and he is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Retention Schedule

Under the Freedom of Information Act 2000, the 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.

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	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	Paying in books Last completed audit	Management
Quotations	7 years	Audit
Paid invoices	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Insurance policies	Whilst valid	Audit
Cert of Employers Liability	40 years	Audit/legal
Cert of public liability	40 years	Audit/legal
Assets register	Indefinite	Audit
Deeds, leases	Indefinite	Audit
Declarations of acceptance	Term of Office + 1 year	Management
Members register of interests'	Term of office + 1 year	Management
Complaints	1 year	Management
General information non statutory obligations	6 months	Management
information statutory obligations	3 years	Management
Routine correspondence and e-mails non statutory obligations	6 months	Management
Correspondence and e-mails statutory obligations	3 years	Management

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of

Peter Richmond

Clerk of the Council

2nd October 2016