

# DALSTON PARISH COUNCIL

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## **RETENTION OF DOCUMENTS POLICY**

Adopted by Full Council on 14<sup>th</sup> March 2017

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### **Introduction**

The 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 Parish Council.

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

**Scope**

**Responsibilities**

**Retention Schedule**

**Disposal of records**

### **Scope of the policy**

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the 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 the Parish 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 the implementation of this policy is the Clerk to the Parish Council, and he/she 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 Parish 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.

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## **RETENTION OF DOCUMENTS POLICY Continued**

### **Disposal procedures:**

All documents that are no longer required for administrative reasons should be shredded and disposed of.

### **Retention of Documents Schedule**

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

<b>Document</b>	<b>Minimum Retention</b>	<b>Reason</b>
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Audit Report	Indefinite	Archive
Bank statements	7 years	Audit/Management
Cheque book stubs	2 years	Audit/Management
Paying in books	2 years	Audit/Management
Standing Orders	Current/previous	Audit/Management
Financial Regulations	Latest NALC	Management
Quotations	7 years	Audit/Limitation Act 1980
Paid invoices / Receipts	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Salary records	12 years	Audit/Superannuation
Tax & NI records	7 years	Audit
Insurance policies	As long as it is possible for a claim to be made	Audit/Management
Health & Safety Risk Assessments	Indefinite	Legal
Cert of Employers Liability	Indefinite	Audit/legal
Cert of public liability	40 years	Audit/legal
Assets register	Indefinite	Audit
Deeds, leases, rental agreements	Indefinite	Audit
Declarations of acceptance	25 years	Management
Members register of interests' book	25 years	Management

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## **RETENTION OF DOCUMENTS POLICY Continued**

Complaints	25 years	Management
Routine correspondence & e-mails	12 months	Management
Cemetery Records	Indefinite	Legal- Archives & Local Authorities Cemeteries Order 1977 (SI 204)
All documentation relating to the Kingsway project	Indefinite	Management
Dalston Neighbourhood Plan & related documents	20yrs	Management

### Planning Applications

All planning applications and relevant decision notices are available at Carlisle City Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated in the above schedule.