***MEVAGISSEY PARISH COUNCIL***

***DOCUMENT RETENTION POLICY***

**OBJECTIVES**

 To meet requirements under the Date Protection Act, Freedom of Information Act and Human Rights legislation;

 To prevent premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements;

 To provide consistency in the destruction of records.

**DESTRUCTION**

 Backup copies stored on alternative media must be destroyed at the same time;

 Information held in more than one media, including the website, should be destroyed at the same time;

 Whenever there is a possibility of litigation, the records and information should not be amended or disposed of until the threat of litigation has been removed;

 Confidential or sensitive data mustbe shredded;

 Records which are duplicated, unimportant or only of a short-term value should be destroyed in the normal course of business.

**RETENTION**

 Records for permanent retention should be transferred to the Cornwall Records Office.

**KEY TO SCHEDULE**

 **P = PRESERVE.** Records to be preserved permanently at the Cornwall Records Office (CRO) when no longer regularly consulted in the Parish.

 **R = REVIEW.** Records to be passed to the CRO for review, either when the prescribed minimum retention period is over, or when they are no longer required in the Parish for administrative purposes.

 **D = DESTROY.** Records to be destroyed by the Parish Clerk when the prescribed minimum retention period is over.

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| **SCHEDULE** | | | |
| **Records** | **Action** | **Minimum Retention Period** | **Notes** |
| **ADMINISTRATION** |  |  |  |
| Minutes of  Council/meeting  (signed series) | P | Transfer to CRO as soon as there is no longer an administrative requirement |  |
| Reports and other documents circulated with agendas | R, but D if copies are included with signed minutes | Transfer to CRO as soon as there is no longer an administrative requirement |  |
| Agendas | P with copies of minutes | Transfer to CRO as soon as there is no longer an administrative requirement |  |
| Councillors’ declarations of office | P | Transfer to CRO as soon as there is no longer an administrative requirement | Forward copies to the Monitoring Officer |
| Register of Interests | P | Transfer to CRO as soon as there is no longer an administrative requirement | Forward copies to the Monitoring Officer |
| Grouping orders | R | Transfer to CRO as soon as there is no longer an administrative requirement |  |
| Nominations forms parish council elections | D | Destroy after end of term of election |  |
| Byelaws and orders | P, one copy of each | Transfer to CRO as soon as there is no longer an administrative requirement | Include in the Members’ Information Pack for future reference. |
| Policy documents | R | Transfer to CRO as soon as there is no longer an administrative requirement | Include in the Members’ Information Pack for future reference. |

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| **Records** | **Action** | **Minimum Retention Period** | **Notes** |
| Title deeds | P | Transfer to CRO as soon when no longer  required to prove title or for administrative need |  |
| Property registers and terriers including registers of allotments | P | Transfer to CRO as soon as there is no longer an administrative requirement |  |
| Maps, plans and surveys of property owned by the council or meeting | P | Transfer to CRO as soon as there is no longer an administrative requirement |  |
| Correspondence and papers on important local issues or activities | R | Transfer to CRO as soon as there is no longer an administrative requirement | Consider the future social  historic importance of documents |
| Village/parish appraisals, plans and millennium projects | R with the view to P | Transfer to CRO as soon as there is no longer an administrative requirement |  |
| Planning applications and related paper for major controversial developments; also planning appeal decisions | R with the view to D | Transfer to CRO as soon as there is no longer an administrative requirement | These may be held by another authority in which case D |
| Leases, agreements, contracts and wayleaves | P / R | Transfer to CRO as soon as there is no longer an administrative requirement |  |
| Quotations and tenders (successful) | D | 12 years | Statute of Limitation |
| Quotations and tenders (unsuccessful) | D | 2 years |  |
| Routine  correspondence and papers | R with the view to D | Transfer to CRO as soon as there is no longer an administrative requirement |  |

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| **Records** | **Action** | **Minimum Retention Period** | **Notes** |
| Planning applications for minor works where permission is refused | D | 6 years | Statute of Limitation – but D if records held by the Planning Authority |
| Scale of fees and charges | D | Once replaced by new charges |  |
| Insurance policies and Risk assessments | D | 7 years after expired – unless Asbestos involved then minimum 40 years |  |
| Playground  assessments | D | Once replaced by new assessments |  |
| Staff files | D  \* Unless ill health retirement may be  Asbestos related. Then keep until person 100 years of age | 6 years after left employ unless through ill-health or industrial tribunal case (keep until person is 65)\* |  |
| **FINANCE** |  |  |  |
| Loan sanctions | D | 6 years after end of loan | Statute of Limitation |
| Receipt and payment books | P or R | 6 years for VAT purposes | Transfer to CRO as soon as there is no longer an administrative requirement as a community archive |
| Vouchers before 1950 | D | 6 years | VAT |
| Financial returns to district auditors | D, but P if the receipt and payment books have not survived | Transfer to CRO as soon as there is no longer an administrative requirement |  |
| Cash and petty cash books and rent books | D, but P if the receipt and payment books have not survived | 6 years | Tax, VAT, Statute of Limitation |
| Receipt books of all kinds | D | 6 years | VAT |
| Postage and telephone books | D | 6 years | Tax, VAT, Statute of Limitation |
| Bank statements including deposit/saving accounts | D | Last completed Audit year | Audit |
| Bank paying-in books | D | Last completed Audit year | Audit |

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| **Records** | **Action** | **Minimum Retention Period** | **Notes** |
| Cheque book stubs | D | Last completed Audit year | Audit |
| Paid invoices | D | 6 years | VAT |
| Paid cheques | D | 6 years | Statute of Limitations |
| VAT records | D | 6 years | VAT |
| Time sheets | D | Last completed Audit year | Audit |
| Wage books | D | 12 years | Statute of Limitations |
| Members’ allowances register | D | 6 years | Tax, Statute of Limitations |
| Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, copies of bills to hirers and records of tickets issued | D | 6 years | VAT |
| Precept books and contribution orders | D | 6 years | VAT |
| **MISCELLANEOUS** |  |  |  |
| Maps created under the provision of the Rights of Way Act 1932 | P | Transfer to CRO as soon as there is no longer an administrative requirement |  |
| Community magazines newsletter | P one copy of each issue | Transfer to CRO when no longer an administrative requirement |  |
| Press cuttings book | R | Transfer to CRO when no longer an administrative requirement | Web pages are not a permanent record |
| Photographs | P | Transfer to CRO when no longer an administrative requirement |  |
| Any records dating from before 1894 now held by the council (eg poor law records, surveyors of highways accounts, enclosure awards) | P | Transfer to CRO as soon as there is no longer an administrative requirement |  |

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| **Records** | **Action** | **Minimum Retention Period** | **Notes** |
| Any records of the parish council dating to before 1920 | R | Transfer to CRO when no longer an administrative requirement |  |
| Records of other bodies such as burial boards, charities, fire brigades, home guard,  local societies, ad hoc  committees | P, but R ephemeral with view to D | Transfer to CRO as soon as there is no longer an administrative requirement | Archives, Local Authorities Cemeteries Order 1977 (SI  204) |
| Burial ground records listed in Local  Authorities Cemetery Order 1977 No 204  Section 12 | R | Transfer to CRO as soon as there is no longer an administrative requirement |  |
| Reports, guides, handbooks etc, received by council from other outside bodies | R / D | Transfer to CRO as soon as there is no longer an administrative requirement |  |
| Allotments  Registers & Plans | R | As above | Management/Audit |
| Halls/Centres/Recs.  - Hire Forms  - Letting details  - Invoices, Etc. | D | 6 Years | VAT |