



## DOCUMENT RETENTION SCHEME

Birdham 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 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**

### **Scope**

This policy applies to all records created, received or maintained by the Birdham 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 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 Birdham Parish 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.

Approved Birdham Parish Council 8<sup>th</sup> May 2024

The person with overall responsibility for the implementation of this policy is the Clerk to the Council, and the clerk 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, Birdham 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. This retention schedule refers to record series regardless of the media in which they are stored.

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>
<b>Routine / General Records</b>	
Accident books / records	3 years
Complaints	5 years after closure of case
Register of members interests	3 years after individual ceases to be a member
Responses to consultations	3 years
Routine correspondence	3 years
Routine maintenance & inspection records (playground / bus shelters)	3 years
<b>Planning</b>	
Planning Applications including responses and plans	Indefinite
<b>Health and Safety</b>	
Accident Books (injuries to adults)	3 years from closure
Accident Books (injuries to children)	25 years from closure
Independent Inspection records	25 years
Risk Assessments	25 years
<b>Insurance Records</b>	
Employers Liability Certificates	40 years*
Policy renewal records & correspondence	5 years
Insurance claims records	7 years after obligations concluded
<b>Minutes</b>	
Annual Meeting	Indefinite
Committee Meetings	Indefinite
Council Meetings	Indefinite
Committee Meetings	Indefinite
<b>Reports</b>	
Annual	Indefinite
For council / committee meetings	5 years unless summary not included in minutes then Indefinite
<b>Employee Records</b>	
Application forms / interview notes for unsuccessful candidates	6 months to year
Personnel files and training records (including disciplinary)	6 years after employment ceases (senior management team – Indefinite)
Records concerning decisions to allow retirement due to incapacity, pension accounts and associated documents	6 years from end of scheme year or date accounts signed.
Records relating to SSP or SMP	3 years after period to which they relate / end of tax year.

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>
Redundancy details	6 years from date of redundancy
Wages / salary records	6 years
<b>Accounts Records</b>	
Annual return form	Indefinite
Financial reports to council	7 years / or if with minutes indefinite
Grants given / received	7 years
Income tax and NI returns (records and correspondence with Inland Revenue)	Not less than 3 years after the end of the relevant financial year*
Internal and external audit reports	7 years
sales and purchase ledgers	7 years
Tax returns	7 years
<b>Banking</b>	
Bank statements	Last completed audit year
Bank paying in books / cheque stubs	Last completed audit year
<b>Miscellaneous</b>	
Correspondence on important local issues or activities	Indefinite