

## ABBOTS MORTON PARISH COUNCIL.

### DATA RETENTION/ RECORDS MANAGEMENT POLICY – ADOPTED 02.02.17.

Abbots Morton Parish Council is aware that the efficient management of its records is required to comply with its legal and regulatory obligations. Under the Freedom of Information Act 2000 requires the Council to maintain a retention schedule. The policy also ensures that valuable information is not destroyed and that information held is relevant.

This policy applies to all records created, received or maintained by the Parish Council in hard copy or electronic format. The Clerk will be overall responsible for the implementation of the policy and managing the Council's records.

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
Account cash book 1988 - 2013	Indefinite	Archive.
Annual Return.	Indefinite.	Archive.
Annual Parish Meeting Minutes – 2002 – 2015.	Indefinite	Archive
Bank paying in book.	Last completed audit year.	Audit.
Bank Statements.	Last completed audit year.	Audit.
Cheque book stubs.	Last completed audit year.	Audit.
Complaints.	1 year.	Management.
Correspondence and emails.	6 months.	Management.
External audit papers.	Indefinite	Archive.
Insurance policies.	While valid.	Management.
Insurance Employer Liability certificates	40 years.	The Employers Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management.
Minutes signed (Hard copy) 1982- 2004; 2012 – May 2015.	Indefinite	Archive.
Expenses, postage etc.	6 years.	Tax, VAT + Limitation Act 1980 (as amended).
Parish Plan + CD Photographs of Village.	Indefinite.	Archive.
Planning Appeal decisions.	6years from conclusion of appeal.	Management
Public consultation - survey and responses.	6 years.	Management.
Quotations & Tenders.	6 years.	Limitation Act 1980 (as amended).
Receipt & Payment Accounts. 1982-2004.	Indefinite.	Archive.
Paid Receipts & Payments Invoices	6 years.	VAT + Limitation Act 1980 (as amended).
Risk Assessment.	3 years.	Management.
Scales of fees and charges. (FOI)	6 years	Management.
Timesheets. (Parish Lengthsman)	Last completed audit year.	Audit.
Title Deeds, Leases, Agreements, Contracts.	Indefinite.	Audit, Management.
VAT records.	6 years	VAT.
WDC Local Plan	Indefinite	Archive.

Information from other bodies: retained for as long is useful and relevant.

Planning documents: documents are kept by the Planning Authority, Wychavon District Council. Record of yearly applications received on computer record.

Deposit, storage and management of documents: documents kept at Clerk's home in appropriate filing cabinet and storage boxes. Computer records stored on 'Dropbox'.

Archive records: are retained by The Hive, Worcester. List of document submitted in current file. (See yellow Record Office Accession Form).

Confidential or personal information will be shredded when discarded.