



Brockworth Parish Council Document & Record Retention Policy

Introduction

Brockworth Parish Council (BPC) maintains records of its proceedings, decisions and actions in accordance with The EU General Data Protection regulation 2018; documents (paper or electronic media) and records are accessed by the Parish Clerk and Parish Councillors in their undertaking of Parish business. Most of the material used is a public record and all is available for inspection, auditing, staff management, tax liabilities and the possibility of legal proceedings.

It is not practicable for all documentation/ records to be retained for lengthy periods of time and therefore will be reviewed on a regular basis to establish which documents/records need to be retained. Only those containing key essential information needed to conduct Council Business will be kept as per Data Protection Law; all other documents/records, whether electronic or paper will be safely and securely deleted or destroyed.

The Brockworth Parish Council Document and Record Retention Policy explains the procedures adopted to maintain all documents and records which are retained by the Council.

The National Association of Local Council (NALC) has provided a general list of documentation / records that can be retained and given guidance on retention periods, required by law, general convention or divined by the Council's Operating requirements. This Policy supplements the NALC guidance (see Annex A)

General Policy

Documents/records held by BPC whether in paper or electronic form (e.g. e-mails, Word documents) are covered in this policy, although some disposal methods may differ.

A document register (see Annex B) will be maintained by the Parish Clerk to record receipt, actions, retention and disposal of all documentation and records.

Unless a specified reason is given for retaining documents/records or when no longer of use or relevant they will be deleted or destroyed; If in any doubt they will be retained until proper advice has been received.

Documents/records will be removed by:

- lodging them with the Gloucestershire Records Office, or,
- returning originals to the originators, or,
- acknowledging that the originals remain accessible and in the possession of the originator (e.g. on their website), or,
- destruction/deletion of the documents.

Policy Coverage

All documents, whether physical or electronic, received or generated by BPC (including Clerk, Chair, Councillors and other staff) in relation to BPC business.

Records include all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics. These records are made or received by BPC or in connection with the transaction of public business and are preserved as evidence of BPC's functions, policies, decisions, procedures, operations, or other activities or because of the informational value in them.

Retention of Documents

Other documents not mentioned in the Annex A may be treated as follows:

TYPE	EXAMPLES	RETENTION ACTION	ACTION
Policy & Standards	Health & Safety	Formally retained once adopted by Clerk & Councillors	Destroyed as new versions adopted.
Planning Applications & related papers	As received from planning authority	Received from TBC BPC comment recorded in minutes & sent to Authority TBC planning committee Decision provided to BPC Destroyed (as originals held by TBC)	Agenda Minuted Minuted Destroy within 12 months
General Administration	Meeting scheduling Clerks electronic Backups Chair's CC emails	Retained until general purpose met Automatic Daily backup	Destroy within 12 months Destroy within 12 months
Council Administration	Councillor interests	Formally retained once provided by Councillor	Destroy upon receipt of latest version
General Correspondence	NALC circulars Newsletters etc	Circulated to Councillors then destroyed	Destroy with 2 months
Topical Correspondence	Letters / e-mails documentation related / commenting on Parish business Anonymous Letters	Added to records Audit related - kept for the appropriate period Any anonymous letters received will be recorded in Parish records and will not be responded to.	Destroy once resolved Refer to Annex A Destroy after 3 months

Structure Plans, Local Plans and Similar	Planning matters	Retained until the development is complete or BPC comment posted on planning websites	Destroy after 12 months
	Parish Plan	Retained as long as in force	Hold electronically Destroy
	Local area Plan	Retained as long as in force	
Insurance Policies Certificates of Documents Insurance, information	Insurance claims	Kept for as long as a claim may be active	Retention 4 years from the date
	Insurance Certificates and schedules	If current from period commenced or renewed	Replace with new and destroy old
Staff related Job Description; Performance Appraisals; Pay; disciplinary	Staff Development records performance; appraisals; pay; disciplinary Records about former staff for giving reference, payment of tax, national insurance contributions and pensions, and any legal claims.	Data Protection Act 1998 applies. Current staff Date relating to staff is kept securely for no longer than necessary for the purpose it was held	Former staff delete after 6 years (max) for tax and NI
Local/ Historical Information	Donated or discovered local interest pictures / gifts / documents / etc.	Decide where to be held	Retain by BPC or Offer to local organisations or County Records
Project	e.g. upgrade of Information playing field equipment	Retain all material until project closed Review and weed non-important Documents Remaining project documentation	Destroy at time of Review Retain for 6 years
Legal Claims; actions; documents related Correspondence Submissions etc.	Documents related Correspondence Submissions etc	Negligence 6 years Defamation 1 year Contract 6 years Leases 12 years Rent 6 years Sums recoverable by statute Personal Injury 3 years To Recover Land 12 years Breach of Trust	Review for possible retention upon expiry Destroy once period expired Permanent

Arrangements for storage

- s.22 7 of the Local Government Act 1972: The Parish Council may request the District Council provide proper depositories for all specified papers (defined as public books, writings, council papers and all documents) directed by law to be kept where there is no provision.
- Electronic material - retained on the Clerk's computer within appropriate file structure Electronic backups - retained by the Clerk separately from the main computer Paper documentation - retained in a filing cabinet by the Clerk.
- Key paper documentation – original retained; scanned copy held on computer.

Policy Review

Once adopted by BPC, this Policy is to be reviewed within 5 years or upon revision.

Adopted

In Council meeting dated 6th June 2018

document and record retention policy v1

June 2018

Review date: June 2023

PLEASE REPLY TO: Clerk to the Parish Council, Mrs. Mariska Smook,
Brockworth Community Centre, Court Road, Brockworth, GL3 4RH
Telephone: 01452 – 863123 Email: clerk@brockworth-pc.org.uk

Annex A – NALC list Legal Topic Note 40

Retention of Documents required for the audit of parish councils.

Document	Minimum retention period	Reason
Minute Books	Indefinite	Archive
Scales of fees and charges	5 years	Management
Receipt & Payment (or Income & Expenditure) Accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	12 years/ indefinite	Statute of Limitations
VAT Invoices	6 years	VAT
Paid cheques	6 years	Statute of limitations
VAT Records	6 years	VAT
Petty cash, postage and telephone books	6 Years	Tax, VAT, Statute of Limitations
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowance register	6 years	Tax, Statute of Limitations
For halls, centres and Recreation grounds - Application to hire - Lettings diaries - Copies of bills to hirers - Record of tickets issued	6 years	VAT
For allotments Register and plans	Indefinite	Audit, Management

Annex B – Document register

The Document register is likely to be electronic and held either as a database or as a spreadsheet. It will be audited.

Field	Explanation
Topic	subject matter
Date received	self-explanatory
Sender	originator/organisation
Media	paper / electronic / book / pamphlet / poster
Style	e-mail / pdf / word / graphic / etc.
Action	circulated / filed / etc.
Retention	see policy
Disposal	e.g. deleted / destroyed /
Date of disposal	self-explanatory
Disposer	name

Annex C - Definitions Document

In general, a document provides and preserves information about some event or thing. Usually, a document is written, but can also be made with pictures and sound. A document usually adheres to some convention based on similar or previous documents or specified requirements.

Examples of documents are sales invoices, wills and deeds, oral history recordings, executive orders, photographs and product specifications.

A document as a form of information and can be in physical or electronic form and stored in a computer as one or more files. Often a single document is a single file. As files or data, a document may be part of a database.

Annex D – GDPR

Annex D refers to an Inventory of Data Captured, Stored and Processed guidelines.