

Policy Name	Frequency of Review	Date adopted & Minute Ref
Document Storage, Retention and Destruction Policy	Two yearly or following any change in legislation	6 th July 2022 Minute 22/090(5)
		7 th February 2024 Minute 23/484(3)

Bourton-on-the-Water Parish Council

Document Storage, Retention and Destruction Policy

This policy has been prepared with reference to NALC's updated Legal Topic Note LTN40 August 2022 Local Councils' Documents and Records, Gloucestershire Archives Retention & Preservation Guidelines and information from BoWPC's now superseded Data Protection & Archiving Policy 2018.

Policy & Procedure

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 covers the following areas:

Scope of the Policy

Responsibilities

Storage

Retention

Destruction

Scope of the Policy

This policy applies to all records created, received or maintained by Bourton-on-the-Water Parish Council in the course of carrying out its functions, by the Council or by individual councillors. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are retained, for a set period, to provide evidence of its transactions and activities. These records may be created, received or maintained in hard copy or electronically.

Responsibilities

Bourton-on-the-Water 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, who is required to manage the Council's records in such a way as to promote compliance with the policy so that information is stored securely, and can be retrieved easily, appropriately and in a timely manner. Councillors are required to manage any records they hold personally in the same manner.

Storage

Council records must be stored securely, in hard copy format and electronically.

Retention

Bourton-on-the-Water Parish Council maintains a retention schedule listing the length of time records need to be retained and the action which is taken after the retention period.

The Clerk manages the record keeping systems using the retention schedule.

Destruction

All hard copy documents which are no longer required for administrative purposes, and which are not sent to the Council Archive, are shredded and disposed of. All electronic records which are no longer required for administrative purposes, and which are not archived, are deleted.

The Council previously considered the following options in respect of the secure disposal of documents:

1. In-House Shredding
2. Community Shredding Service
3. Professional Mobile Shredding Service.

At its meeting on 2nd November 2016, under Minute Ref 16/112 Council approved the disposal of documents by way of a Professional Mobile Shredding Service on the basis of value, security and limited in-house staffing resources. This will be reviewed periodically as required.

Retention Schedule:

Type of record	Period	Minimum Retention	Final Action	Notes
Administration				
Signed annual council and committee minutes		Permanent	Preserve	
Agendas		Permanent	Preserve	
Reports/documents circulated with agendas		Keep as per related agendas	Review	But if copies are included with signed minutes, destroy
Councillors' declarations of office		2 years from end of term of office	Destroy	But if minutes do not survive, preserve
Councillors' register of interests		18 months from end of appointment	Review	
Routine correspondence and papers		End of administrative use	Review	For possible preservation of a representative sample
Correspondence and papers on important local issues or activities		End of administrative use	Preserve	At the Clerk's discretion
Elections				
Register of electors		End of administrative use (end of relevant year)	Destroy	Gloucestershire Archives preserves already
Legal and Property				
Byelaws and orders		Permanent	Preserve	Only one copy of each
Title deeds more than 100 years old		Permanent	Preserve	But Gloucestershire Archives will not receive deeds still needed to prove title.
Title deeds less than 100 years old		Permanent	Review	
Contracts (including tenancies and leases), wayleaves, agreements or other legal documents other than title deeds		Permanent	Review	
Insurance policies		40 years from end of policy	Destroy	
Certificates for insurance against liability for employees		Indefinitely	Review	Future claims
Property registers, terriers		Permanent	Preserve	
Maps, plans and surveys of property owned by the council		Permanent	Preserve	

Maps created under the provisions of the Rights of Way Act 1932	Permanent	Preserve	
Tenders and quotations (successful) for contracts under hand	6 years after term of contract has expired	Destroy	To comply with Limitation Act 1980 (as amended)
Tenders and quotations (successful) for contracts under seal	12 years after term of contract has expired	Destroy	To comply with Limitation Act 1980 (as amended)
Tenders and quotations (unsuccessful)	1 year after start of contract	Destroy	To comply with Limitation Act 1980 (as amended)
Financial			
Cashbook	Indefinite	Preserve	
Financial and audit returns	6 years from end of current financial year	Destroy	But if general accounts do not survive, preserve
Rent records	6 years from end of current financial year	Destroy	But if general accounts do not survive, review.
Petty cash records, postage	6 years from end of financial year	Destroy	But if general accounts do not survive, review.
Vouchers	6 years from end of financial year	Review	For possible preservation of a representative sample.
Bank statements, paying-in books, cheque book stubs	Last completed audit year	Review	
VAT records	6 years generally but 20 years for VAT on rents	Review	VAT
Paid invoices	6 years	Destroy	VAT
Paid cheques	6 years	Destroy	Limitation Act 1980 (as amended)
Scale of fees and charges	6 years	Destroy	
Wages records	12 years	Destroy	Superannuation
Investments	Indefinite	Review	Audit and management
Members allowances register	6 years	Destroy	Tax, Limitation Act 1980 (as amended)
Employment			
Staff Records – appraisals, contracts, etc.	6 years after the employee has left	Destroy	To reflect the main limitation period
Timesheets	Last completed audit year for audit. 3 years for personal injury (best practice)	Destroy	
Miscellaneous			
Community magazines or newsletters	Permanent	Preserve	One copy of every issue
Press-cutting books	Permanent	Preserve	But this does not imply that clerks have a duty to compile these
Photographs	Permanent	Preserve	But remember that photos need to be identified and dated to be useful in the future
Records of other/predecessor bodies			

Records of other bodies such as a burial board, charity etc	Permanent	Preserve	
Any records dating from before 1894 now held by the parish council such as poor law or surveyor's records, an inclosure award etc	Permanent	Preserve	Please notify Glos Archives of the existence of these records
Information from other bodies	Retain as long as useful and relevant	Destroy	

Type of record Period	Minimum Retention	Final Action	Notes
Room Hire			
Hire applications, lettings diaries, hirer invoices	6 years	Destroy	VAT
Allotments			
Register and plans	Indefinite	Preserve	
Burial Grounds			
Register of fees collected Register of Burials Register of purchased graves Register/plan of grave spaces Register of memorials Applications for interment Applications for right to erect memorials Disposal certificates Copy certificates of grant of exclusive right of burial	Indefinite	Preserve	Archives, Local Authorities Cemeteries Order 1977 (SI.204)
Playgrounds			
Playground inspection reports	21 years	Destroy	For insurance claim purposes
Planning Papers			
Planning applications	Summary spreadsheet held by the Clerk.	Preserve	
	Detailed information held by CDC.	Destroy	
	Records of planning comments submitted by BoWPC and committee meetings are recorded in minutes and kept permanently	Preserve	
Planning Permission decision letters	Retain until development completed	Destroy	As per LTN40 guidance
Planning Appeal decision - granted	Indefinite	Destroy	
Planning Appeal decision - refused	Retain until appeal period has expired. May be useful for	Destroy	

	further applications on the same site.		
Local Plans and similar docs	Retain whilst they are in force	Destroy	
Planning Correspondence	As per Correspondence guidelines	Destroy	