



WYTHALL PARISH COUNCIL

DATA RETENTION/MANAGEMENT POLICY

This policy is in line with information about local Council documentation contained in NALC Legal Topic Note 40 (November 2016) This is a basic outline of the documents held by the Parish Council.

The aim of the document is to ensure proper document control within Wythall Parish Council, to ensure that valuable information is not destroyed and to ensure that all information held is relevant and appropriate. Storing paper efficiently ensures that storage costs, fire risks and unnecessary wastage are not incurred.

There is a clear need to retain documents for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings. Papers and records may be destroyed if no longer of use or relevant. If in doubt, the document(s) should be retained until proper advice has been received.

Appropriate minimum retention periods for audit and other reasons:

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scales of fees and charges	Until fees changed	Management
Receipt & payment account(s)	6 years	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposit/savings accounts	6 years	Audit
Bank paying-in books	6 years	Audit
Cheque book stubs	6 years	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT

Reviewed: June 2018

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages	6 years	Superannuation
Insurance policies	While valid	Management
Investments	6 years	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
For Allotments: <i>register and plans</i>	Indefinite	Audit, Management
For Burial Grounds: <i>register of fees collected</i>	Indefinite	Archives, Local Authorities
<i>register of burials</i>		Cemeteries Order 1977
<i>register of purchased graves</i>		(SI 204)
<i>register/plan of grave spaces</i>		
<i>register of memorials</i>		
<i>applications for interment</i>		
<i>applications for right to erect memorials</i>		
<i>disposal certificates</i>		
<i>copy certificates of grant of exclusive right of burial</i>		

Other papers not mentioned above to be treated as follows:

Information from other bodies

Such information should be retained for as long as useful and relevant.

Parish Council Newsletter

Electronic copy of all back issues stored on One and One Cloud and office computer.

Documentation Relating to Staff

Are kept securely on password protected computers and in a locked filing cabinet.

Personal Data in relation to staff to be kept for no longer than is necessary for the purpose it was held.

Planning Papers

All Planning documents are kept by the Planning Authority, Bromsgrove District Council; copies of all documents can be obtained either by Public Access or by contacting the Planning Department directly.

Copies of Structure Plans, Local Plans and similar documents should be retained as long as they are in force.

Deposit/Storage and Management of Documents

Paper documents are kept on site are kept in clearly labelled boxes in a locked storage cupboard, in locked filing cabinets/cupboards and in the safe.

All Council documentation is backed up to One and One Cloud Storage. Password known only by the Executive Officer and Assistant to the Executive Officer and backed up one a month.

Older copies of minutes kept on discs and stored in the safe or in a locked storage cupboard.

General

Confidential or personal information will be shredded when discarded.