

# **Ringshall Parish Council**

## **Data Retention Policy**

**V1.0**

## Version Control

Document Reference	GDPR02
Approval Committee	Full Council
Version	1.0
First Adopted	21/05/2019
Next Review Date	May 2020

## Policy History

Version:	Author:	Reason for Issue:	Date:	Approval Minute:
1.0	Clerk	New Policy	21/05/19	RPC/2019/05/16

## **DATA PROTECTION**

### **1 ABOUT THIS POLICY**

**1.1** This policy outlines the standards Ringshall Parish Council (the Council) intends to observe in relation to its compliance with the Freedom of Information Act 2000 with respect to data retention.

**1.2** The Council shall ensure that all users fully understand its obligations and have undertaken the necessary training to demonstrate compliance with this policy.

**1.3** This policy applies to all records created or held by the Council, in whatever format. This includes, but is not limited to paper, electronic, mail, microfiche and film. 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.

### **2 RESPONSIBILITIES**

**2.1** The Council as a whole is accountable for ensuring compliance with this policy. The day-to-day responsibilities are delegated to the Clerk, who will undertake information audits and manage the records collected by the Council including the issuing of privacy notices, dealing with requests and complaints raised and the safe disposal of information.

### **3 RECORDS MANAGEMENT**

**3.1** The Council shall apply the following framework for records management:

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
▪ Minute books	Indefinite	Archive
▪ Scales of fees and charges	6 years	Management
▪ Receipt and payment account(s)	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	6 years	Limitation Act 1980 (as amended)
▪ Paid invoices	6 years	VAT
▪ Paid cheques	6 years	Limitation Act 1980 (as amended)
▪ VAT records	6 years generally but 20 years for VAT on rents	VAT
▪ Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
▪ Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
▪ Wages books	12 years	Superannuation
▪ Insurance policies	While valid	Management
▪ Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
▪ Investments	Indefinite	Audit, Management
▪ Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
▪ Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
<b>For Halls, Centre, Recreation Grounds</b>		
▪ application to hire ▪ lettings diaries ▪ copies of bills to hires	6 years	VAT

▪ record of tickets issued		
<b>For Allotments</b>		
▪ Tenancy Agreement, register and plans	Indefinite	Audit, Management
<b>For Burial Grounds</b>		
<ul style="list-style-type: none"> <li>▪ register of fees collected</li> <li>▪ register of burials</li> <li>▪ register of purchased graves</li> <li>▪ register/plan of grave spaces</li> <li>▪ register of memorials</li> <li>▪ applications for interment</li> <li>▪ applications for right to erect memorials</li> <li>▪ disposal certificates</li> <li>▪ copy certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)

Approved by resolution at the full council meeting held on: \_\_\_\_\_

Signed by Chair: \_\_\_\_\_ Date: \_\_\_\_\_