



## Hullbridge Parish Council Document Retention Policy

### **Prime Objectives**

Hullbridge Parish Council acknowledges that the efficient management of its records is necessary to comply with legal and regulatory requirements and to permit its effective management.

### **Scope of the Policy**

This policy applies to all records, in all formats that are created, received or maintained by Hullbridge Parish Council. A small percentage of Hullbridge Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

### **Responsibilities**

Hullbridge Parish Council have a corporate responsibility to maintain its records in line with regulatory requirements. The person with overall responsibility for this maintenance is the Parish Clerk with assistance from other members of staff.

### **Relationship with Existing Policies**

This policy should be read in conjunction with the following policies:

- Freedom of Information Policy
- General Data Protection Regulation Policies (GDPR May 2018)

### **Retention Schedule**

Under the Freedom of Information Act 2000, Hullbridge Parish Council is required to maintain a retention schedule which lays down the length of time certain record sets need to be retained. Hullbridge Parish Council have adopted a policy in line with the National Association of Local Council's (NALC) legal topic note LTN40 and satisfies the Public Records Office, UK GDPR and the Limitation Act 1980.



## APPENDIX 1

| Document Type                                                    | Minimum retention period                                        | Reason                                          |
|------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------|
| <b>Governance</b>                                                |                                                                 |                                                 |
| Agendas – Council meetings                                       | 3 years                                                         | Management                                      |
| Agendas – Non-Council meetings                                   | 2 years                                                         | Management                                      |
| General Correspondence -Emails/letters                           | 2 years                                                         | Management                                      |
| Minute books                                                     | Indefinite Archive – Bound Minute Books to Essex Records Office | Historical record                               |
| Minutes – Council meetings                                       | Indefinite                                                      | Management                                      |
| Minutes – Non-Council meetings                                   | 2 years                                                         | Management                                      |
| Minutes – Annual Parish Meeting                                  | Indefinite                                                      | Management                                      |
| Members Acceptance of Office                                     | Term of office plus 1 year                                      | Management                                      |
| Members Allowance Register                                       | 6 years                                                         | Tax, Limitation Act 1980 (as amended)           |
| Members Register of Interest                                     | Term of office plus 1 year                                      | Management                                      |
| Standing Orders                                                  | Valid until updated by NALC                                     | Management                                      |
| <b>General</b>                                                   |                                                                 |                                                 |
| Local/historical information                                     | Indefinite                                                      | Historical record                               |
| Parish Newsletter                                                | Indefinite                                                      | Historical record                               |
| Allotment Tenancy Agreement                                      | 6 years Valid until updated                                     | Management                                      |
| Allotment Inspections/Correspondence                             | 6 years                                                         | Management                                      |
| Allotment Register of Plans                                      | Indefinite                                                      | Historical Record                               |
| Allotment Fees & Charges                                         | 6 years                                                         | Audit, Management                               |
| Customer Surveys                                                 | 3 years                                                         | Inform service planning and Council decisions   |
| <b>Insurance &amp; Policy</b>                                    |                                                                 |                                                 |
| Certificate of Employers Liability                               | 40 years                                                        | Employers' Liability Regulations 1998 (S1 2753) |
| Certificate of Public Liability                                  | 6 years                                                         | Management                                      |
| Deeds and Leases                                                 | Indefinite                                                      | Audit, Management                               |
| Insurance policies & certificate                                 | 6 years                                                         | Management & legal proceedings                  |
| Playground Risk Assessments & Health & Safety Inspection reports | 21 years                                                        | Public Liability                                |
| <b>Finance</b>                                                   |                                                                 |                                                 |
| Asset register                                                   | Indefinite                                                      | Management                                      |
| Bank statements including deposit / savings accounts             | Last completed audit year                                       | Audit                                           |
| Bank paying in books                                             | Last completed audit year                                       | Audit                                           |



# HULLBRIDGE PARISH COUNCIL

|                                                       |                                                 |                                                                                                     |
|-------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Contracts & Agreements                                | 6 years                                         | Audit, Management, Limitation Act 1980 (as amended)                                                 |
| Grant application by HPC                              | 6 years                                         | Audit, Management, Limitation Act 1980 (as amended)                                                 |
| Grant application to HPC                              | 6 years                                         | Audit, Management, Limitation Act 1980 (as amended)                                                 |
| Investments                                           | Indefinite                                      | Audit, Management                                                                                   |
| Paid cheques                                          | 6 years                                         | Limitation Act 1980 (as amended)                                                                    |
| Paid invoices                                         | 6 years                                         | VAT, Limitation Act 1980 (as amended)                                                               |
| Petty cash books & postage                            | 6 years                                         | VAT, Tax, Limitation Act 1980 as amended                                                            |
| Income & expenditure accounts                         | 6 years                                         | Audit, Limitation Act 1980 (as amended)                                                             |
| Receipt books of all kinds                            | 6 years                                         | VAT                                                                                                 |
| Quotations and tenders                                | 6 years                                         | Limitation Act 1980 (as amended)                                                                    |
| Timesheets                                            | Last completed audit year plus 2 years          | Audit & Working Time Regulations. Personal injury (best practice), Limitation Act 1980 (as amended) |
| VAT records                                           | 6 years                                         | VAT                                                                                                 |
| Wages Books/Payroll                                   | 12 years                                        | Superannuation                                                                                      |
| <b>Personnel records</b>                              |                                                 |                                                                                                     |
| Staff personnel records                               | 6 years after employment ends                   | Limitation Act 1980 (as amended)                                                                    |
| <b>Planning</b>                                       |                                                 |                                                                                                     |
| Planning applications: on which Council has commented | 6 months (all available on RDC planning portal) | Management                                                                                          |
| Planning appeals                                      | 1 year unless significant development           | Management                                                                                          |
| Local Plans, statutory documents & consultations      | Retain while in force                           | Reference                                                                                           |