

KEDINGTON PARISH COUNCIL

Document and Data Retention and Destruction Policy

Kedington 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 provides the policy framework through which this effective management can be achieved.

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

Some of the Parish Council's records will be retained for permanent preservation as part of the Council's archives or for historical interest.¹

Responsibilities

Kedington Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with regulations. The person with the responsibility for the implementation of the policy is the Clerk to the Parish Council

Retention of documents

Appendix A details the minimum time limits on the retention of council documents. Other documents not mentioned in the appendix are as follows:

- **Planning:** All planning applications and relevant decision notices are available from West Suffolk Council planning portal. There is no requirement to retain copies locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and as such are retained indefinitely.
- **Insurance policies:** All insurance policies will be kept for as long as it is possible for a claim to be made under them. The council will keep a record of insurance company names and policy numbers for all insured risks.
- **Documents relating to staff:** Data relating to staff is kept securely and in accordance with the 8 data protection principles contained in the Data Protection Act 1998 and are not kept longer than necessary for the purpose it was held. However, records about former staff may be retained and accessed for the purpose of giving references,

¹ LGA 1972, s226, s228

payment of tax, national insurance contributions and pensions and in any legal claim made against the council.

Retention of documents for legal purposes

Most legal documents are governed by the Limitations Act 1980 (as amended), which prevents legal claims arising after a certain period. However, limitation periods can be extended so, when deciding at the end of a storage period the council will weigh the risk of lengthy storage against the risk of a claim being made.

Insurance policy wording will be checked to ensure retention requirements under the policy are complied with.

Category	Limitation Period
Negligence	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recovered by statute	6 years
Personal Injury	3 years
Breach of Trust	Never to be destroyed
To Recover Land	12 years
Rent	6 years

Electronic Records

On annual basis the Clerk/RFO will check all contact details held for local organisation and groups and update where appropriate. The contact list will be kept on a secure access site only available to councillors.

The Privacy notice will be updated and republished on the web site.

Records will be deleted by request under the SAR process. *(subject access request)*

Appendix A

Document	Minimum Retention Period	Reason
Signed Minutes Books	Indefinite	Archive
Receipt and Payment Accounts	Indefinite	Archive
Receipt Books (of any kinds)	6 years	VAT
All Bank Statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque Book stubs	Last completed audit year	Audit
Quotations and Tender	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	VAT
Petty cash and postage	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Salary Records	12 Years	Superannuation
Insurance Policies	Whilst Valid	Management
Certificates of Insurance against liability for employees	40 years for the date on which insurance commenced or reviewed	Regulation 4 of the Employers Liability (Compulsory Insurance) Regulations 1998 S 2753) Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members Allowance register	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Councillors Declaration of Office	Terms of office plus 2 years	Archive
Routine correspondence, paper, and emails	Retain as related to subject, or as long as useful	Management
Electronic Documents	Minimum Retention Period	Reason
Email	2 years	To placate any customer complaints

Electronic Files	12 Months	Protect records from loss, destruction, and falsification.
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Adopted by Kedington Parish Council at its meeting on 17th May 2022

Review Date May 2024

Revisions

Date of review or revision	Reason	Author