

ROLLESBY PARISH COUNCIL

Parish Council Data Retention Policy Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with the overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and the Clerk is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

Retention of Documents

Document	Minimum Retention	Reason
Minute Book	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank Statements	7 years	Audit/management
Cheque book stubs	Last completed audit	Management
Paying in books	Last completed audit	Management
Quotations	7 years	Audit
VAT records	7 years	Audit/VAT
Paid invoices	7 years	Audit/VAT
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Insurance policies	Whilst Valid	Audit
Certificate of Employers Liability	Whilst Valid	Audit/legal
Certificate of Public Liability	Whilst Valid	Audit/legal
Assets register	Indefinite	Audit
Deeds and leases	Indefinite	Audit

Planning Applications

All planning applications and relevant decision notices are available at Great Yarmouth Borough Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded

in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below:

Declarations of acceptance	Term of Office + 1 year
Members register of interests' book	Term of Office + 1 year
Complaints	1 year
Routine correspondence and e-mails	6 months
General Information	3 months

Disposal procedures

All documents that are no longer required for administrative reasons should be shredded and disposed of.