FLAUNDEN PARISH COUNCIL

RETENTION OF DOCUMENTS POLICY

Approved: 10 November 2025
Review: 2027

Introduction

The 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 policy provides a framework through which this effective management and retention of public records can be achieved and properly audited.

It covers the scope of the policy, the responsibilities of the Parish Council and a retention schedule.

Scope

This policy applies to all records created, received or maintained by the Parish Council.

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

Some of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory requirements. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and they are 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.

The Clerk must ensure that the records for which they are responsible are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council's records, they should ensure that the Clerk retain a copy for the official record.

Individual Councillors are strongly advised to undertake "weeding" and "housekeeping" on a regular basis.

On resigning from the Council, Councillors should delete electronic records they hold and

destroy hard copy documents. Councillors should be aware that records that they hold may be subject to the provisions of the Data Protection Act 1998; the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the types of records which is creates or holds in the course of its business.
The retention schedule lays down the length of time which the record needs to be retained for 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.

The retention schedule refers to all the Parish Council's records, irrespective of the media in which they are stored.

This policy will be reviewed bi-annually by FLAUNDEN Parish Council.

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Chairman

Retention Schedule

	Document	**Minimum Retention**	**Reason**
Minutes & Correspondence	Minute Book	Indefinite	Archive
	Correspondence/Papers important local issues/activities	Indefinite	Archive
	Routine correspondence, papers and emails	1 year	Management
Finance and Payroll	Receipts and payments books	Indefinite	Archive
	Annual Return and audited accounts	Indefinite	Audit/management
	Cheque book stubs	Last completed audit	Management
	Paying in books	Last completed audit	Management
	Budgetary control papers	2 years + current year	Audit
	Bank Statements	7 years	Audit/management
	Quotations	7 years	Audit
	Paid invoices	7 years	Audit/VAT
	VAT records	7 years	Audit/VAT

	Salary records	7 years	Audit
	Tax and NI Records	7 years	Audit
Insurance Policies	Insurance Policies	Whilst valid	Audit
	Cert. Employers Liability	40 years	Audit/Legal
	Cert. Public Liability	40 years	Audit/Legal
	Insurance Claim Records	7 years after conclusion	Legal
	Policy Renewal Records	Whilst valid	Management
General Management	Assets Register	Indefinite	Audit
	Deeds, leases	Indefinite	Audit
Councillors	Register of Councillors Interests	18 months after individual ceases to be a Councillor	Management
	Declarations of Acceptance	Term of Office + 1 year	Management
Employee	Application forms (unsuccessful)	6 months	Management
	Application forms (successful)	Period of employment + 6 months	Management
	Disciplinary records	Period of employment + 6 months	Management
	Personal files (appraisals/pay reviews etc)	Period of employment + 6 months	Management
Miscellaneous	Complaints	2 years after closure	Management
	Information requests	2 years after closure	Management
	Press releases	5 years	Management
	Public consultations	5 years	Management
	Reports, newsletters	As long as is useful	Management

General correspondence

General correspondence will be retained for as long as is relevant, the minimum period is 1 year.

An annual review of all documentation should be carried out and items that have reached their deletion or destruction date being deleted/destroyed and the remainder being considered for archiving.

Recordings of meetings

Meetings of the Parish Council are not recorded.

Planning Applications
All planning applications and relevant decision notices are available at the relevant planning authority (Dacorum Borough Council) and there is no requirement to retain duplicates locally.

All Parish Council recommendations in connection with these applications are recorded in the Council's minutes and are retained indefinitely.

Correspondence received in connection with applications will be retained until the development is completed.

Disposal

Documents to be disposed of by the holder and to be shredded if they contain sensitive or confidential information, or personal information.

Electronic documents to be deleted and recycling bin cleared.