



EAST DONYLAND PARISH COUNCIL

Serving the Village of Rowhedge

Document Retention Policy

East Donyland 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 overall management of the Parish Council.

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 schedule states the length of time which the record needs to be retained and the action which should be taken when it is no longer required or of use.

East Donyland Parish Council will retain its important documents for the periods listed in the schedule below. These are to be considered as minimum retention times. If held, documents may be made available in response to a Freedom of Information request, in accordance with the Council's Freedom of Information Policy, and subject to the Data Protection Act.

Document Retention Schedule

Document	Minimum Retention Period	Reason
Minutes	Indefinite	Archive
Scales of fees and charges	6 years	Management
Annual accounts	Indefinite	Archive
Annual return	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
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 & tenders	6 years	Limitation Act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT records	6 years	VAT
Salary, Tax & NIC records	6 years	Audit / Superannuation



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Employment records e.g. letter of appointment, contracts	3 years following termination of employment	Management
Personal data	Kept no longer than is necessary for the purpose which it is held	Data Protection Act
Insurance Policies	While valid + 2 years	Management
Cert of Employer's Liability	40 years from date of commencement / renewal	The Employers' Liability (Compulsory Insurance) Regulations 1998
Cert of Public Liability	40 years from date of commencement / renewal	Audit / Management
Title deeds, leases, agreements, contacts	Indefinite	Audit / Management
Asset register	Last completed audit year	Audit / Management
Declarations of Acceptance of Office	Term of office + 1 year	Management
Members Register of Interests	Term of office + 1 year	Management
Members Allowances and expenses records	6 years	Limitation Act 1980 / Tax
All burial ground records including fees collected, burials, purchased graves, memorials, exclusive rights	Indefinite	Local Authorities Cemetery Order 1977
Mooring records including fees received, copies of invoices	6 years	VAT
Policies and procedures	While valid + 2 years	Management
Complaints	1 year unless legal or insurance claim is pending	Management
Routine correspondence and emails	As long as they are useful or relevant	Management
General information e.g. local plans, consultations etc	As long as they are useful or relevant	Management
Draft documents	Until final versions and produced are approved	Management



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Disposal of documents

All documents that are no longer required for administrative reasons should be disposed of, and shredded if the content includes sensitive / confidential / personal data.

Storage of documents

All documents should be stored securely, in accordance with EDPC's Data Protection and Information Security Policy. Current documents should be stored electronically or as hard copies (if required) in the Parish Council offices. All hard copy older documents, no longer required for administrative purposes, but which need to be kept in accordance with the document retention schedule above, should be stored securely in the Parish Council garage. Archived documents must be carefully stored to prevent damage, and clearly labelled for ease of reference. Electronic documents should also be archived at the appropriate time. Any hard copy documents that are to be kept indefinitely (e.g. minutes) can be archived with Essex County Council once they are 10+yrs old and no longer required administratively.

A note on planning documents

All planning applications and relevant decision notices are available at Colchester 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 planning applications will be retained as stated in the above schedule (routine correspondence and emails).