

**Great Hucklow, Grindlow, Windmill, Little Hucklow and Coplowdale
Parish Council**

Document Retention Policy

Great Hucklow, Grindlow, Windmill, Little Hucklow and Coplowdale Parish Council Document Retention Policy

Introduction

Great Hucklow, Grindlow, Windmill, Little Hucklow and Coplowdale Parish Council (The Council) acknowledges the importance of keeping documents for audit purposes and to be open to inspection by the public under the Freedom of Information Act.

The Council also acknowledges the need to reduce the amount of paper and documents retained and stored due to the lack of archive space. The Council has adopted this Policy to clarify what documents shall be retained and when documents can be disposed of and this policy will be reviewed on a regular basis.

1 Document Disposal

Documents will be disposed of as follows: -

- All documents to be disposed of shall be recycled where possible.
- All documents containing Personal Information (as defined by the Data Protection Act) or other information that in the opinion of the Clerk may compromise the business of the Council shall be shredded before disposal.

2 Document Retention

Documents will be retained as follows: -

- The Retention Periods in Schedule 1 shall be adhered to when considering whether to dispose of a document.
- All archived files shall be marked with a disposal date in accordance with this Policy.

3 Document Archiving

- All files/documents shall be archived at the end of each financial year or as and when deemed appropriate.
- The archived file shall be free of all duplicate information and documents provided under the Data Protection Act. These documents shall be disposed of.
- The archived file shall be clearly marked with its name and contents and a disposal date (if appropriate) in accordance with this Policy.
- The archived file shall then be archived.
- The Clerk shall review the archived files from time to time and dispose of any that can be disposed of under this Policy.
- Documents that cannot be disposed of or in the opinion of the Clerk are of Parish interest shall be sent to Derbyshire County Council Records Office for archiving.

Schedule 1

Document Type	Minimum Retention Period	Reason/comments
Accounts	Indefinite	Invoices, order correspondence and delivery notes
Asset Register	While valid	Minimal – stored on system and displayed on council website.
Audit documents	Indefinite	Minimal – all documents are also stored on line and on the council website
Bank Statements	Indefinite	Monthly statement
Cheque book stubs/ paying in books	Indefinite	Minimal - most transactions are online
Council records – members register of interests etc.	Indefinite	Archive records
Employer Liability Certificates	Indefinite	Legal Requirement
Insurance policies	12 months/while valid	Minimal, policy is renewed on an annual basis and documents stored online
Meeting Minutes	Indefinite	Archive records for reference, also retained on system and on the council website
Planning Applications	Indefinite	Minimal - majority of documents are stored on system and council website
Quotations and tenders	Indefinite	Retained with relevant purchase correspondence, delivery notes and invoice.
Timesheets, PAYE info (Clerk)	Indefinite	Archive records for reference, also retained on system
Title deeds	Indefinite	Archive records
VAT records	Indefinite	Archive records

The above retention periods will be reviewed on a regular basis dependent on available storage space. Should space become an issue this policy will be updated to reflect the minimum legal requirements.