**PeROPLEY PARISH COUNCIL.**

**Retention/disposal Policy.**

1. BACKGROUND

1.1 The Freedom of Information Act 2000 (“the Act”) provides the citizen, who could be anyone anywhere including companies, with the right to request information from the council. The only requirement is that the council must HOLD the information/record, which is the subject of the request. 'Hold' does not mean that the council either initiated the information or that the information relates to the council's functions or operations. The information could be information that another organisation has initiated or produced, and forwarded to the council for "information purposes".

1.2 There are statutory requirements for certain information or records (termed “information”) to be kept for certain periods of time, e.g. council minutes, but usually the retention of such information is at the discretion of the council.

1.3 The destruction of information has to be undertaken by the Council and also the Council has to demonstrate conformity with the policy in the event of a challenge by someone requesting information.

1.4 With the greater use of E-Government and experiences of the implementation of the Act, this policy is likely to be revised but should in any event be reviewed by the Council’s Proper Officer to ensure that it is robust for the purposes of the Act.

1.5 This policy has been drawn up within the context of:

- Freedom of Information Policy

- Legislation and Regulations (including audit and Statute of Limitations) affecting the Parish Council.

2. RETENTION

2.1 Each record of information will entail identifying when the retention period of each record is due to expire and taking immediate action to ensure its destruction in a proper and secure manner

2.2 If the retention of the information is justifiable, the Proper Officer will consider whether the retained information falls within a category included in the Publication Scheme or whether the Information is capable of being included as a further category and the Publication Scheme amended as appropriate.

3. DESTRUCTION

3.1 Upon the information reaching the expiry date for retention, the Proper Officer shall ensure that ALL copies of that information are permanently destroyed. Where the information is held in more than one media the information must be removed from all the council's record systems i.e. paper copies should be shredded and electronic copies must be completely deleted from any memory source or other media.

4. STORAGE OF INFORMATION

4.1 The Clerk’s home will be the main location for records/documents until such time that they are moved to archives.

4.2 If records have to be archived, the Council’s Proper Officer shall arrange for documentation to be stored at District Council’s Records Office which is accessible to the public.

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| **Type of record** | **Minimum Retention Period** | | **Notes** |
| Signed annual council and committee minutes | Indefinite | | Clerk hold last year, archive remainder to |
| Agendas | | Two years electronically | |
| Councillors’ declarations of office | Term of office + 1 year | | **but** if minutes do not survive, preserve |
| Register of Interests | Held by NCC | | Link from PC to NCC website |
| Application for co-option to the Council | Keep successful candidate until 1 year after resigning | | Immediately destroy other applications once successful candidate co-opted |
| Register of electors | 3 years | | **but** if annotated with extra information, review |
| Byelaws and orders | Indefinite | | Archive for security |
| Title deeds | Indefinite | | Archive for security |
| Contracts, wayleaves, agreements or other legal documents other than title deeds | Indefinite | | Archive for security |
| Insurance policies | 3 years | | Hold by Clerk |
| Certificate of Employers Liability | 40 years | | Archive |
| Certificate of Public Liability | 40 years | | Archive |
| Property registers | Indefinite | | Hold by Clerk |
| Maps, plans and surveys of property owned by the council or meeting | Indefinite | | Hold by Clerk |
| Receipt and Payment Accounts | | 7 years | |
| Budget information/precept | | 7 years | |
| Audit information and Annual Accounts | Indefinite | | Hold by clerk |
| Bank Statements, including savings accounts | | 7 years | |
| Bank paying-in books | | 7 years | |
| Cheque books stubs | | 7 years | |
| Quotations and tenders | | 7 years | |
| Paid Invoices | | 7 years | |
| VAT records | | 7 years | |

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| Payroll records | | 7 years | |
| Grant applications | | 7 years | |
| Personnel records (including ex-employees)  Employee Applications | Indefinite  As soon as position filled | | Hold by Clerk  Destroy unless needed for complaint |
| Routine correspondence and papers | 6 months minimum | | Hold by Clerk then destroy at Clerk’s discretion |
| Correspondence and papers on important local issues or activities | 5 years | | Hold by Clerk then destroy at Clerk’s discretion |
| Parish Produced Documentation | 1 year | | Archive |
| Consultation Documents | 3 years | | Hold by Clerk then destroy |
| Planning applications | 1 year | | Hold by Clerk then destroy. |
| Maps created under the provisions of the Rights of Way Act 1932 | Indefinite | | Hold by Clerk |
| Community magazines or newsletters | As long as useful/relevant | | Hold by Clerk - one copy of every issue |
| Reports, guides, handbooks etc received from other organisations | Review annually | | Hold by Clerk |
| Electronic documents  Emails | As per above  As long as relevant | | Clerk to back up electronic media on an external hard drive and remove documents,  annually as per paper versions  Delete when no longer required |