

Lockington Parish Council Document/Data Retention Policy

Introduction

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

A small percentage 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 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 and the General Data Protection Regulations 2018, 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 regardless of the media in which they are stored.

Planning Applications

All planning applications and relevant decision notices are available at East Riding Yorkshire Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Parish 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 Term of Office + 1 year.*
- *Complaints 1 year.*
- *Routine correspondence and e-mails 6 months.*
- *General Information 3 months.*

Information Register

The Parish Clerk will retain an information register identifying information held by the Parish Council and its disposal date.

Disposal procedures

All documents that have reached their disposal date and are no longer required for administrative reasons will be shredded and disposed of.

Electronic copies of documents will be deleted and removed from archived when they exceed their retention periods.

Retention of Documents

The table below shows the documents / data the parish council is likely to hold, and the retention periods relating to each type of data, with a reason, location and disposal method provided for each of the retention periods used.

Storage Locations

Hard Copies will be stored in the following locations;

- Clerk's Office
- Village Hall Storage
- East Riding Archive

Electronic files will be stored in the following locations (three independent electronic locations);

- Clerk's desktop computer
- icloud
- External Hard Drive

Document	Minimum Retention Period	Reasons	Location Retained	Disposal
Minutes	Indefinite	Archive	Computer, Website and Office	Archive in office and on computer & website. Every five years archive at East Riding Yorkshire Council.
Agendas	5 years	Management	Computer, Website and Office	Confidential Waste Shredded
Annual Accounts AGAR	Indefinite	Archive	Computer, office and website	Not Applicable
Bank Statements	Last completed audit year	Audit	Office	Confidential Waste Shredded
VAT Records	6 years	VAT	Computer & Office	Confidential Waste Shredded
Receipts (Income)	6 Years	VAT	Office	Confidential Waste Shredded
Bank Paying in Books	Last completed audit year	Audit	Office	Confidential Waste Shredded
Cheque book stubs/ Debit card receipts (Expenditure)	Last completed audit year	Audit	Office	Confidential Waste Shredded
Paid Invoices (Expenditure)	6 Years	VAT	Computer, website & Office	Confidential Waste Shredded
Insurance policies	While valid	Management	Computer & Office	Confidential Waste Shredded
Title deeds, leases, agreements, contracts	Indefinite	Audit/Management	Safe	Not Applicable
Asset Register	Indefinite	Archive	Computer, office and website	Not Applicable
General Correspondence <small>(Magazines, EYRC, NALC etc)</small>	While relevant	Management	Office	Confidential Waste Shredded

Document	Minimum Retention Period	Reasons	Location Retained	Disposal
Quotations and tenders	6 Years	Limitation Act 1980 (as amended)	Computer, website & Office	Confidential Waste Shredded
Accident and incident reports	20 years	Potential Claims	Office	Confidential Waste Shredded
Historical information	Indefinite	Local Interest	Computer, office and website	Not Applicable

Retention of Documents for Legal Purposes

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period, which depend upon the type of claim in question. The table below sets out the limitation periods for the different categories of claim:

Category of claim	Limitation Period (Years)
Negligence (and other Torts)	6
Defamation	1
Contract	6
Leases	12
Some is recoverable by statute	6
Personal injury	3
To recover land	12
Rent	6
Breach of Trust	None

Where the limitation periods are longer than other periods specified in the retention table set out above, the documentation relating to any claim should be kept for the longer period specified.