

FARINGDON TOWN COUNCIL

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Clerk: Sally Thurston



RETENTION OF DOCUMENTS AND RECORDS MANAGEMENT POLICY

Faringdon Town 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 document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

Scope of the policy

This policy applies to records created, received or maintained by the Town Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Town 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 Town Council's records will be selected for permanent preservation as part of archives and for historical research. These will be held at the Oxfordshire History Centre.

Responsibilities

The Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk.

The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy/Publication Scheme

And with other legislation or regulations (including audit and Statute of Limitations) affecting the Town Council.

Retention Schedule

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 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.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to record series regardless of the media in which they are stored.

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCIL

Document	Minimum retention period	Reason
Signed minutes of council meetings (Hard copy)	Indefinite Minutes older than 5 years will be stored at Oxfordshire History Centre	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts (Hard copy)	Indefinite	Archive
Receipt books of all kinds	6 years	Accounting
Bank statements including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	Accounting
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	Accounting
Petty cash, postage and telephone books	6 years	Accounting, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books/Payroll records	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date from when insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
For Halls, Centre, Recreation Grounds		
Application to hire	6 years	Accounting
Lettings diaries	6 years	Accounting
Copies of bills to hirers	6 years	Accounting
Record of tickets issued	6 years	Accounting
For Allotments		
Register and plans	Indefinite	Audit, management
Human Resources		
Employee records	6 years (after resignation)	Recommended practice
Pension records	Indefinite (or as advised by provider)	Recommended practice