



**GREAT
SANKEY**
PARISH
COUNCIL

Data Retention Policy

Updated: Oct 2018

1. Introduction

Great Sankey 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 document provides the framework through which this effective management can be achieved and audited.

2. Scope

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions, whether hard copy or electronic copy.

The policy has been drawn up within the context of the Freedom of Information Act 2000, Data Protection Act 1998 and General Data Protection Regulations 2018 following guidelines issued by the National Association of Local Councils.

3. Responsibilities

The Parish Council has a corporate responsibility to maintain its records and management systems in accordance with the regulatory environment. There is a clear need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings. Records will be destroyed if no longer in use or relevant.

The implementation of the policy is the overall responsibility of the Parish Clerk. The Clerk is required to manage the Council's records in such a way as to promote compliance with this policy so that information may be retrieved easily, appropriately and in a timely manner.

4. Retention Schedule

The retention schedule (Annexe 1) sets out the length of time which records need to be retained and 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 systems. The retention schedule refers to all types of record regardless of the media in which they are stored.

5. Disposal Procedures.

All documents no longer required for administrative purposes as detailed in Annexe 1 will be shredded and disposed of. Electronic copies of records will be deleted.

Annexe 1: Retention of Documents Required for the Audit of Parish Councils

Document	Minimum Retention Period	Reason
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books	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 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' 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	Limitation Act 1980 (as amended)